DOCUMENT RESUME

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TITLE	Continuation Proposal for the Information Services of The National Center on Educational Media and Materials for the Handicapped.
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SPONS AGENCY	Bureau of Education for the Handicapped (DHEW/OE), Washington, D.C.
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ABSTRACT

The project continuation proposal submitted for the Information Services of the National Center on Educational Media and Materials for the Handicapped by the Ohio State University Research Foundation to the Bureau of Education of the Handicapped in 1974 contains budgets and goals of the Information Services' three projects: National Instructional Materials Information System (NIMIS) Project, Data Sharing Project, and Publication Project. The primary project goal is the development of NIMIS, an information retrieval system designed to help teachers and media consultants locate information on instructional materials for handicapped learners. The retrieval service is intended to incorporate information from extensive existing systems and to be operational in fiscal year 1976. It is planned that NIMIS will be developed and implemented through the Area Learning Center (ALRC)/National Center on Educational Media and Materials for the Handicapped Network (NCEMMH) which is the replacing the 8-year-old Special Education Instructional Materials Network. The following goals of Information Services are identified: coordinating the development of common practices and data sharing systems, publishing and disseminating information about media and materials, demonstrating ALRC/NCEMMH/Specialized Office Network products and services, and maintaining media and materials archives. (GW)

ED 094497

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Continuation Proposal for the Information Services of The National Center on Educational Media and Materials for the Handicapped

submitted by

The Ohio State University
Research Foundation

to

The Bureau of Education
for the Handicapped

Department of Health, Education and Welfare
United States Office of Education

S. C. Ashcroft, Project Director

July 15, 1974

Richard C. Hill, Contracting Officer
Associate Director
Project Administration Section
The Ohio State University
Research Foundation
1314 Kinnear Road
Columbus, Ohio 43212
(614) 422-7596

Kenneth W. Sloan
Executive Director
The Ohio State University
Research Foundation
1314 Kinnear Road
Columbus, Ohio 43212

EC 062420

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EDUCATION & WELFARE
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OMB NO. 80-R0186

APPLICATION FOR FEDERAL ASSISTANCE
(NONCONSTRUCTION PROGRAMS)
PART I

1. STATE CLEARINGHOUSE IDENTIFIER
N/A

2. APPLICANT'S APPLICATION NUMBER
Continuation of Contract OEC-0-72-4478

3. FEDERAL GRANTOR AGENCY
The U.S. Office of Education
ORGANIZATIONAL UNIT
Bureau of Education for the Handicapped
ADMINISTRATIVE OFFICE
7th and D Streets, S. W.
STREET ADDRESS - P.O. BOX
Washington, D. C. 20202
CITY STATE ZIP CODE

4. APPLICANT NAME
The Ohio State University Research Foundation
DEPARTMENT DIVISION
1314 Kinnear Road
STREET ADDRESS - P.O. BOX
Columbus Franklin
CITY COUNTY
Ohio 43212
STATE ZIP CODE

5. DESCRIPTIVE NAME OF THE PROJECT
Information Services Area Proposal - National Center on Educational Media and Materials for the Handicapped

6. FEDERAL CATALOG NUMBER
13.446

7. FEDERAL FUNDING REQUESTED
$ 342,876

8. GRANTEE TYPE
___ STATE, ___ COUNTY, ___ CITY, X OTHER *(Specify)* Non-Profit Educational Institution

9. TYPE OF APPLICATION OR REQUEST
___ NEW GRANT, X CONTINUATION, ___ SUPPLEMENT, ___ OTHER CHANGES *(Specify)*

10. TYPE OF ASSISTANCE
___ GRANT, ___ LOAN, X OTHER *(Specify)* Contract

11. POPULATION DIRECTLY BENEFITING FROM THE PROJECT
Program serves a national population of handicapped learners

13. LENGTH OF PROJECT
12 months

12. CONGRESSIONAL DISTRICT
a. 15
b. 15

14. BEGINNING DATE
September 1, 1974

15. DATE OF APPLICATION
July 1, 1974

16. THE APPLICANT CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE DATA IN THIS APPLICATION ARE TRUE AND CORRECT, AND THAT HE WILL COMPLY WITH THE ATTACHED ASSURANCES IF HE RECEIVES THE GRANT.

TYPED NAME
Kenneth W. Sloan

TITLE
Executive Director
The OSU Research Fdn.

SIGNATURE OF AUTHORIZED REPRESENTATIVE
Kenneth W. Sloan

TELEPHONE NUMBER

AREA CODE	NUMBER	EXTENSION
614	422-6776	

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HEW 603T

OMB NO. 80-R0186

PART II
PROJECT APPROVAL INFORMATION

ITEM 1.
Does this assistance request require State, local, regional, or other priority rating?
☐ Yes ☒ No

Name of Governing Body ____________
Priority Rating ____________

ITEM 2.
Does this assistance request require State, or local advisory, educational or health clearances?
☐ Yes ☒ No

Name of Agency or Board ____________
(Attach Documentation)

ITEM 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
☐ Yes ☒ No

(Attach Comments)

ITEM 4
Does this assistance request require State, local, regional, or other planning approval?
☐ Yes ☒ No

Name of Approving Agency ____________
Date ____________

ITEM 5
Is the proposed project covered by an approved comprehensive plan?
☐ Yes ☒ No

Check one:
☐ State
☐ Local
☐ Regional

Location of Plan ____________

ITEM 6
Will the assistance requested serve a Federal installation?
☐ Yes ☒ No

Name of Federal Installation ____________
Federal Population benefiting from Project ____________

ITEM 7
Will the assistance requested be on Federal land or installation?
☐ Yes ☒ No

Name of Federal Installation ____________
Location of Federal Land ____________
Percent of Project ____________

ITEM 8
Will the assistance requested have an impact or effect on the environment?
☐ Yes ☒ No

See instructions for additional information to be provided.

ITEM 9
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
☐ Yes ☒ No

Number of:
Individuals ____________
Families ____________
Businesses ____________
Farms ____________

ITEM 10
Is there other related assistance on this project previous, pending, or anticipated?
☒ Yes ☐ No

See instructions for additional information to be provided. This proposal is part of contract OEC-0-72-4478 (Federal Catalog No. 13.446 Funded through 8/31/75
$1,855,236

HEW-608T

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. Handicapped Media	13.447	$ 0	$	$ 342,876	$	$
2. Services & Captioned						
3. Films						
4.						
5. TOTALS		$	$	$ 342,876	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1)	(2)	(3)	(4)	
a. PERSONNEL	$ 109,00	$	$	$	$
b. FRINGE BENEFITS	11,316				
c. TRAVEL	33,060				
d. EQUIPMENT	11,300				
e. SUPPLIES	91,350				
f. CONTRACTUAL	17,090				
g. CONSTRUCTION	--				
h. OTHER	--				
i. TOTAL DIRECT CHARGES	273,116				
j. INDIRECT CHARGES	69,760				
k. TOTALS	$ 342,876	$	$	$	$
7. PROGRAM INCOME	$ N/A	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. N/A	$	$	$	$
9.				
10.				
11.				
12. TOTALS	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$ 342,876	$ 85,719	$ 85,719	$ 85,719	$ 85,719
14. NON-FEDERAL					
15. TOTALS	$ 342,876	$ 85,719	$ 85,719	$ 85,719	$ 85,719

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (years)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION (attach additional sheets if necessary)

21. DIRECT CHARGES:

Detailed budget for each of the Information Services Area Proposal, The National Center on Educational Media and Materials for the Handicapped

22. INDIRECT CHARGES:

Computed at the pre-determined rate of 64% of personnel.

23. REMARKS:

PART IV - PROGRAM NARRATIVE (attach per instructions)

INFORMATION SERVICES AREA

Abstract

The goals of the Information Services area are designed to fulfill the basic functions of a national clearinghouse for information related to the development and utilization of instructional materials appropriate to the needs of handicapped learners. The first and primary goal is to develop a National Instructional Materials Information System (NIMIS). This will be an information retrieval service which will provide teachers, media consultants, and other users with assistance in identifying and locating instructional resources. The system will provide access to a national data base of media and materials which will be cataloged, indexed, and retrieved, according to common procedures to be developed and implemented through the new ALRC/NCEMMH Network.

The common procedures and the comprehensive data base to be utilized in the NIMIS will be developed in fiscal year 1975 and implemented in fiscal year 1976. During fiscal year 1975, an interim retrieval service will provide information incorporated from the most extensive existing systems, such as those at the University of Texas and the University of Kentucky.

The remaining goals are related to the national clearinghouse functions of (2) coordinating the development of common practices and data sharing systems, (3) publishing and disseminating information about media and materials, (4) demonstrating ALRC/NCEMMH/Specialized Office Network products and services, and (5) maintaining media and materials archives.

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BUDGETS

SUMMARY

FY 75 BUDGET

Information Services

A.	Personnel	$109,000
B.	Fringe Benefits	11,316
C.	Travel	33,060
D.	Equipment (Purchase or Rental)	11,300
E.	Materials and Services	91,350
F.	Consultant Fees	17,090
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	273,116
J.	Indirect Charges @ 64% of Personnel	69,760
K.	Total Funds Requested	$342,876

SUMMARY

FY 75 BUDGET

Information Services

Goal 1.0

A. Personnel

Information System Coordinator @ $20,000/yr. .85 FTE	$ 17,000
Technical Assistant @ $17,000/yr. 1.00 FTE	17,000
Librarian @ $12,000/yr. 1.00 FTE	12,000
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr. 1.00 FTE	9,000
Media Specialist @ $9,000/yr. 1.00 FTE	9,000
Graduate Research Associate @ $500/mo. .50 FTE	6,000
Secretary @ $7,000/yr. 1.00 FTE	7,000
Secretary @ $7,000/yr. 1.00 FTE	-0-
	$ 77,000

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 7,387
Hospitalization @ $25/mo. for Secretaries	300
	$ 7,687

C. Travel

Staff	$ 2,250
Consultant	4,500
Advisory Committee	2,250
Symposium Participants	-0-
	$ 9,000

D. Equipment (Purchase or Rental)

Computer Terminal	$ 2,400
Magnetic Tape Reader/Tapes (MTST)	3,600
Microfiche Reader	5,000
TV Projector Rental	
	$ 11,000

E. Materials and Services

Office Supplies	$ 600
Long Distance Telephone	500
Postage	1,200
Printing and Reproduction	12,000
Facilities Rental	-0-
Kelly Services	1,500
Library Services	-0-
Computer Costs	47,000
	$ 62,800

F.	Consultant Fees	$ 2,000
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$169,487
J.	Indirect Charges @ 64% of Personnel	$ 49,280
K.	Total Funds Requested	$218,767

FY 75 BUDGET

Information Services

Objective 1.1

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel (1)	
5 trips @ $150/trip	$ 750
Per Diem @ $30/day	375
Consultant Travel (2)	
10 trips @ $150/trip	1,500
Per Diem @ $30/day	750
Advisory Committee Travel (3)	
10 trips @ $150/trip	1,500
Per Diem @ $30/day	750
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 5,625

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	$ 3,600
Microfiche Reader	-0-
TV Projector Rental	-0-
	$ 3,600

E. Materials and Services

Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	$ 25,000
	$ 25,000

F. Consultant Fees	$ 1,000
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 40,635
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$ 43,771

BUDGET NOTES FOR OBJECTIVE 1.1

(1) C. Travel

Staff
5 staff trips to confer with special officer about data base coding procedures

(2) C. Consultant
10 consultant trips for consultants who advise on NIMIS software/hardware development

(3) C. Advisory Committee
10 trips for NIMIS National Advisory Committee

FY 75 BUDGET

Information Services

Objective 1.2

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo. 1/2 time	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
Secretary @ $7,000/yr.	-0-
	$ 7,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 770
Hospitalization @ $25/mo. for Secretaries	150
	$ 920

C. Travel

Staff Travel (1)	
5 trips @ $150/trip	$ 750
Per Diem	
@ $30/day	375
Consultant Travel	-0-
Per Diem	
@ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem	
@ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem	
@ $30/day	-0-
	$ 1,125

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)

Office Supplies	$ 200
Long Distance Telephone	
Postage	
Printing and Reproduction	2,000
Facilities Rental	
Kelly Services	
Library Services	
Computer Costs	1,000
	$ 3,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 12,645
J. Indirect Charges @ 64% Personnel	$ 4,736
K. Total Funds Requested	$ 17,381

BUDGET NOTES FOR OBJECTIVE 1.2

(1) C. Travel

Staff
5 staff trips to coordinate data base procedures with ALRCs

(2) E. Materials and Services

Printing and Reproduction
Duplication costs for reproducing media training product descriptions for dissemination to ALRCs

Computer Costs
Prepare an estimated 1,000 item media training data base for computer retrieval at \$1.00 per entry (1,000 x \$1.00 = \$1,000)

FY 75 BUDGET

Information Services

Objective 1.3

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
Secretary @ $7,000/yr.	-0-
	$ 8,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 874
Hospitalization @ $25/mo. for Secretaries	150
	$ 1,024

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	$ 2,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 2,000

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 11,424
J. Indirect Charges @ 64% Personnel	$ 5,376
K. Total Funds Requested	$ 16,800

BUDGET NOTES FOR OBJECTIVE 1.3

(1) E. Materials and Services

Printing and Reproduction
Reproduction costs for responding to inquiries about media training products

FY 75 BUDGET

Information Services

Objective 1.4

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	$ -0-
	4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	
	$ 510

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTSI)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	4,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 4,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 9,610
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$ 12,746

BUDGET NOTES FOR OBJECTIVE 1.4

(1) E. Materials and Services

Reproduction costs for catalogs and indexes,
estimated 40,000 pages at .01 per page

FY 75 BUDGET

Information Services

Objective 1.5

A. Personnel

Information System Coordinator	.10 FTE	$ 2,000
Technical Assistant @ $17,000/yr.	.20 FTE	3,400
Librarian @ $12,000/yr.	.10 FTE	2,400
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr.		-0-
Media Specialist @ $9,000/yr.	1.00 FTE	9,000
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.	.50 FTE	6,000
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
		$ 22,800

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,747
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 1,747

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)(1)

Computer Terminal	$ 2,400
Magnetic Tape Reader/Tapes (MIST)	
Microfiche Reader	
TV Projector Rental	
	$ 2,400

E. Materials and Services (2)

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	
Printing and Reproduction	2,000
Facilities Rental	
Kelly Services	1,000
Library Services	
Computer Costs	21,000
	$ 24,250

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 51,197
J. Indirect Charges @ 64% Personnel	$ 14,592
K. Total Funds Requested	$ 65,789

BUDGET NOTES FOR OBJECTIVE 1.5

(1) D. Equipment (Purchase or Rental

Computer terminal rental - 12 mos. @ $200.00

(2) E. Materials and Services

Printing and Reproduction
200,000 pages of abstracts and retrieval information
@ .01 per page

Computer Costs
10,500 computer profile/match retrievals at
2.00 per response

FY 75 BUDGET

Information Services

Objective 1.6

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr. .50 FTE	4,500
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 9,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 978
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 978

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ -0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(1)

Office Supplies	$ -0-
Long Distance Telephone	-0-
Postage	1,200
Printing and Reproduction	2,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 3,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$13,578
J. Indirect Charges @ 64% Personnel	$ 6,016
K. Total Funds Requested	$19,594

BUDGET NOTES FOR OBJECTIVE 1.6

(1) E. Materials and Services

Responses to inquiries about location of materials,
200,000 pages reproduced at .01

FY 75 BUDGET

Information Services

Objective 1.7

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr. .50 FTE	4,500
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 9,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 978
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 978

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	500
Library Services	-0-
Computer Costs	-0-
	$ 750

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 11,128
J. Indirect Charges @ 64% Personnel	$ 6,016
K. Total Funds Requested	$ 17,144

BUDGET NOTES FOR OBJECTIVE 1.7

(1) E. Materials and Services

125 hours part-time help for peak periods to respond to inquiries at $4.00 per hour

FY 75 BUDGET

Information Services

Objective 1.8

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental) (1)

Computer Terminal	$ -0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfich[illegible]der	5,000
TV Projector Rental	-0-
	$ 5,000

E. Materials and Services

Office Supplies	$	200
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	200

F. Consultant Fees (2)	$	1,000
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	11,610
J. Indirect Charges @ 64% Personnel	$	3,136
K. Total Funds Requested	$	14,746

BUDGET NOTES FOR OBJECTIVE 1.8

(1) D. Equipment (Purchase or Rental)

Purchase of computer output microfiche reader

(2) F. Consultant Fees

10 days of consultation for management information and system monitoring

FY 75 BUDGET

Information Services

Objective 1.9

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel (1) 10 trips @ $150 per trip	1,500
Per Diem @ $30/day	750
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 2,250

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services	
Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 7.660
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$10,796

BUDGET NOTES FOR OBJECTIVE 1.9

(1) C. Travel

Consultant
10 days of consultant travel for NIMIS national planning committee

SUMMARY

FY 75 BUDGET

Information Services

Goal 2.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff	$ 1,350
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	-0-
Long Distance Telephone	500
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	1,850
J.	Indirect Charges @ 64% of Personnel	-0-
K.	Total Funds Requested	$ 1,850

FY 75 BUDGET

Information Services

Objective 2.1

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1)		
2 trips @ $150/trip	$	300
Per Diem		
@ $30/day		150
Consultant Travel		-0-
Per Diem		
@ $30/day		-0-
Advisory Committee Travel		-0-
Per Diem		
@ $30/day		-0-
Symposium Participant Travel		-0-
Per Diem		
@ $30/day		-0-
	$	450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services		
Office Supplies		-0-
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	450
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	450

BUDGET NOTES FOR OBJECTIVE 2.1

(1) C. Travel

Staff

2 staff trips to confer with CORRC Office concerning planning of shared information systems

FY 75 BUDGET

Information Services

Objective 2.2

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1) 2 trips @ $150/trip	$ 300
Per Diem @ $30/day	150
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	$	-0-
Long Distance Telephone		250
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	250

F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	700
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	700

BUDGET NOTES FOR OBJECTIVE 2.2

(1) C. Travel

Staff

2 staff trips to confer with national organizations and federal projects about shared information

FY 75 BUDGET

Information Services

Objective 2.3

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel(1) 2 trips @ $150/trip	$ 300
Per Diem @ $30/day	150
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 250

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 700
J. Indirect Charges @ 64% Personnel	-0-
K. Total Funds Requested	$ 700

BUDGET NOTES FOR OBJECTIVE 2.3

(1) C. Travel

Staff

2 staff trips to confer with national organizations such as the CEC/ERIC concerning referral and shared data

SUMMARY

FY 75 BUDGET

Information Services

Goal 3.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .40 FTE	4,800
Editor @ $10,000/yr. 1.00 FTE	10,000
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
	$ 18,300

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,903
Hospitalization @ $25/mo. for Secretaries	150
	$ 2,053

C. Travel

Staff	-0-
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	600
Long Distance Telephone	-0-
Postage	4,200
Printing and Reproduction	9,600
Facilities Rental	-0-
Kelly Services	1,000
Library Services	-0-
Computer Costs	-0-
	$ 15,400

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 35,753
J.	Indirect Charges @ 64% of Personnel	$ 11,712
K.	Total Funds Requested	$ 47,465

FY 75 BUDGET

Information Services

Objective 3.1

A. Personnel

Information System Coordinator @ $20,000/yr.	$	-0-
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr. .30 FTE		3,000
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr. .50 FTE		3,500
	$	6,500

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	676
Hospitalization @ $25/mo. for Secretaries		150
	$	826

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	6,000
Printing and Reproduction	3,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 9,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 16,526
J. Indirect Charges @ 64% Personnel	$ 4,160
K. Total Funds Requested	$ 20,686

BUDGET NOTES FOR OBJECTIVE 3.1

(1) E. Materials and Services

Postage
Postage and mailing of 4 issues of periodic reports at .02 each (75,000 x 4 x .02 = $6,000)

Printing and Reproduction
300,000 copies at .01 = $3,000

FY 75 BUDGET

Information Services

Objective 3.2

A. Personnel

Information System Coordinator @ $20,000/yr.	$ -0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .40 FTE	4,800
Editor @ $10,000/yr. .30 FTE	3,000
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7.000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 7,800

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 811
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 811

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$	200
Long Distance Telephone		-0-
Postage		400
Printing and Reproduction		2,000
Facilities Rental		-0-
Kelly Services		1,000
Library Services		-0-
Computer Costs		-0-
	$	3,600

F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	12,211
J. Indirect Charges @ 64% Personnel	$	4,992
K. Total Funds Requested	$	17,203

BUDGET NOTES FOR OBJECTIVE 3.2

(1) E. Materials and Services

Printing and Reproduction
Printing for an estimated 500 indexes at $4.00 per copy

Kelly Services
Part-time help for peak periods at $4.00 per hour

FY 75 BUDGET

Information Services

Objective 3.3

A. Personnel

Information System Coordinator @ $20,000/yr.	$	-0-
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr. .40 FTE		4,000
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
	$	4,000

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	416
Hospitalization @ $25/mo. for Secretaries		-0-
	$	416

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$	200
Long Distance Telephone		-0-
Postage		800
Printing and Reproduction		1,600
Facilities Rental		-0-
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	2,600

F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	7,016
J. Indirect Charges @ 64% Personnel	$	2,560
K. Total Funds Requested	$	9,576

BUDGET NOTES FOR OBJECTIVE 3.3

(1) E. Materials and Services

Postage
Mailing of 4,000 product reviews four times annually (16,000 mailings at .05 = $800)

Printing and Reproduction
16,000 copies of product reviews (16,000 x .10 printing = $1,600)

SUMMARY

FY 75 BUDGET

Information Services

Goal 4.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff	$ 1,350
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	21,360
	$ 22,710

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	300
	$ 300

E. Materials and Services

Office Supplies	$ 600
Long Distance Telephone	750
Postage	100
Printing and Reproduction	2,400
Facilities Rental	2,400
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 6,250

F. Consultant Fees	$ 15,090
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 44,350
J. Indirect Charges @ 64% of Personnel	-0-
K. Total Funds Requested	$ 44,350

FY 75 BUDGET

Information Services

Objective 4.1

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1) 6 trips @ $150/trip	$ 900
Per Diem @ $30/day	450
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 1,350

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)

Office Supplies	$ -0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	1,200
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 1,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 2,550
J. Indirect Charges @ 64% Personnel	-0-
K. Total Funds Requested	$ 2,550

BUDGET NOTES FOR OBJECTIVE 4.1

(1) C. Travel

Staff
6 staff trips to meetings and conventions at $150.00

(2) E. Materials and Services

Rental of space at 6 meetings or conventions at average of $200 per meeting

FY 75 BUDGET

Information Services

Objective 4.2

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel (1) 89 trips @ $150/trip	13,350
Per Diem @ $30/day	8,010
	$ 21,360

D. Equipment (Purchase or Rental)

Computer Terminal	$ -0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	300
	$ 300

E. Materials and Services (2)

Office Supplies	$	600
Long Distance Telephone		750
Postage		100
Printing and Reproduction		2,400
Facilities Rental		1,200
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	5,050

F. Consultant Fees	$	15,090
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	41,800
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	41,800

BUDGET NOTES FOR OBJECTIVE 4.2

(1) C. Travel

Symposium Participant
Presenters at 3 national sumposia. 26 presenters at each of 2 symposia and 25 presenters at 1 symposium = 89 presenter days

(2) E. Materials and Services

Printing and Reproduction
Estimated printing and reproduction costs for publishing sumposia proceedings

Facilities rental
Estimated space rental for 3 symposia

SUMMARY

FY 75 BUDGET

Information Services

Goal 5.0

A. Personnel

Information System Coordinator @ $20,000/yr. .15 FTE	$ 3,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .60 FTE	7,200
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
	$ 13,700

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,426
Hospitalization @ $25/mo. for Secretaries	150
	$ 1,576

C. Travel

Staff	-0-
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	$ 400
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	6,000
Computer Costs	-0-
	$ 6,400

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 21,676
J.	Indirect Charges @ 64% of Personnel	$ 8,768
K.	Total Funds Requested	$ 30,444

FY 75 BUDGET

Information Services

Objective 5.1

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .20 FTE	2,400
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
	$ 6,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 718
Hospitalization @ $25/mo. for Secretaries	150
	$ 868

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services	
Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 7,768
J. Indirect Charges @ 64% Personnel	$ 4,416
K. Total Funds Requested	$ 12,184

BUDGET NOTES FOR OBJECTIVE 5.1

No budget notes

FY 75 BUDGET

Information Services

Objective 5.2

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .20 FTE	2,400
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	-0-
	$ 3,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 354
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 354

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(2)		
Office Supplies	$	200
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		3,000
Computer Costs		-0-
	$	3,200
F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	6,954
J. Indirect Charges @ 64% Personnel	$	2,176
K. Total Funds Requested	$	9,130

BUDGET NOTES FOR OBJECTIVE 5.2

(1) E. Materials and Services

Library Services
Cataloging, indexing, and retrieval facilities,
20 files at $150.00

FY 75 BUDGET

Information Services

Objective 5.3

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .20 FTE	2,400
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 3,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 354
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 354

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)

Office Supplies	$	200
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		3,000
Computer Costs		-0-
	$	3,200
F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	6,954
J. Indirect Charges @ 64% Personnel	$	2,176
K. Total Funds Requested	$	9,130

BUDGET NOTES FOR OBJECTIVE 5.3

(1) E. Materials and Services

Library Services
Reproduction and copying cost for archival materials
150 sets x 20.00

GOALS: INFORMATION SERVICES

1.0 To develop and operate a National Instructional Materials Information System (NIMIS).

2.0 To cooperate with other organizations in the development of data sharing and common information processes.

3.0 To publish special indexes, product reviews, and periodic reports.

4.0 To present ALRC/NCEMMH Network products and services at national meetings and symposia.

5.0 To develop and maintain a media and materials archives depository of instructional media and technical documents.

INFORMATION SERVICES PROPOSAL

The development and operation of a National Instructional Materials Information System (NIMIS) is one of the primary operational roles of The National Center on Educational Media and Materials for the Handicapped (NCEMMH). The long-range purpose of the NIMIS is to identify, classify, and describe the total range of instructional materials appropriate for handicapped learners and to make this information readily accessible to national audiences of parents and educators concerned with the education of children with special needs. The principal vehicle for the dissemination of these information resources will be through the new Area Learning Resource Center (ALRC) Network.

The ALRC/NCEMMH Network is replacing the Special Education Instructional Materials Network (SEIMC) which has been in existence for eight years. During this period, many of the regional centers have developed their own unique instructional materials information systems. Although some of these systems have worked well independently, there has been no nationally coordinated system for identifying materials and for sharing common information systems across regional boundaries.

Under the new ALRC/NCEMMH Workscope, there is a clear mandate for The National Center to develop a coordinated system which will standardize identifying and coding of materials, and which will make possible the sharing of information system resources between states and regions. A coordinated system will make it possible for national audiences to retrieve information from a common data base, and will also permit the sharing of common system elements such as standard identification codes, record keeping, computer based storage and retrieval, and computer output records, catalogs, and indexes.

According to the ALRC/NCEMMH Workscope, there are two areas related to the development of a media and materials information system. One is entitled "Media, Materials, and Educational Technology Training," and refers to "teacher-use materials designed to increase competency in selecting and using instructional materials." The other is entitled "Media and Materials Information System," and refers to "child-use and teacher/parent-use materials . . . which enable the use of materials or equipment in reaching a learning objective of the child."

The objectives expressly stated in the workscope within these two areas will comprise the basic framework for the NIMIS as developed in this present proposal. Other major aspects of this proposal are based upon developmental and coordinating activities which are implicit in the ALRC/NCEMMH Workscope, or which appear necessary as enabling objectives to fulfill a national coordinating and leadership role.

The rationale for the development of the Information Services goals and objectives for 1975 rests upon the fundamental logic that there is a vast array of knowledge related to the identification, description, sources, evaluation, and technical development of instructional media and materials for the handicapped. These data must be obtained, organized, stored, and retrieved in a manner which is useful and easily accessible to users.

The matrix depicted in Figure 1 on page 77 illustrates the primary audience groups to be served by the accomplishment of each information service goal. The information requirements of each audience group will be determined through the National Needs Assessment and through planning efforts with the agencies and representative individuals who are to be served by the system.

The software and hardware components used in the various information services will also be determined through systematic planning and careful analysis of the specific needs of the user groups. The recommendations to be generated from the planned contract for an Evaluation of Information Retrieval Systems will serve as an important planning input in this regard (see Appendix B).

In the accomplishment of these goals and objectives, the necessity for cooperative efforts between The National Center, the ALRCs, and the Specialized Offices cannot be overemphasized. According to the ALRC/NCEMMH Workscope, for example, the Area Learning Resource Centers will have the major responsibility for identifying, classifying, describing, and encoding technology training materials for the national data base. The Specialized Offices will similarly identify, classify, describe, and encode child-use meida and materials for the national data base. The National Center will be responsible for providing leadership and coordinating the development of identification criteria, policies, and procedures for processing these data entries, as well as the development and maintenance of the storage and retrieval systems necessary to operate the National Instructional Materials Information System. The following proposal delineates the goals espoused for the Information Services area of The National Center and related activities necessary to meet these goals.

FIGURE 1

Information Services Area Development Matrix

Goals	Audience Groups	Data Base	Services
1.0 Development of NIMIS	teachers, parents, supervisors, and consultants who use materials; developers, agencies, and researchers who need to know what materials exist	child-use instructional materials, with identification, codes, and descriptors; technology training materials with identification, codes, and descriptors	information searches, catalogs, and product descriptions upon request--through retrieval by on-line or off-line computer search, or by print materials
2.0 Cooperation with inter-agency common systems and shared data processes	Coordinating Office for Regional Resource Centers office; Regional Resource Centers personnel; BEH and federal agency planners and developers	needs data, technical assistance data, prescriptive data, demographic data, and shared resources data	on-line and off-line retrieval; special reports on request
3.0 Publications	parents and professional educators; Area Learning Resource Centers Network staff; BEH and other federal agency staff	product evaluations; reviews of new products network services and utilization data; research and technical reports	period reports; substantive and in-depth reviews and monographs; special reports
4.0 National presentations and demonstrations	Area Learning Resource Centers Network staff; members of professional associations	network services, product reports, and reviews; exemplary practices; technical services	special publications; displays; media presentations; product demonstrations
5.0 Media and materials archives depository	materials developers; Area Learning Resource Centers Network staff; researchers	original materials; sample copies; historical copies and data; documents related to media and materials development and utilzation	copies of print documents; demonstration for study and research purposes

NATIONAL INSTRUCTIONAL MATERIALS INFORMATION SYSTEM PROJECT

NATIONAL INSTRUCTIONAL MATERIALS
INFORMATION SYSTEM PROJECT

Goal 1.0 To develop and operate a National Instructional Materials Infortion System (NIMIS).

Objective 1.1 To develop and maintain a machine readable materials information data base with inquiry terminals.

Objective 1.2 To develop a data base for media and materials, and technology training.

Objective 1.3 To respond to inquiries by matching training needs to training sources.

Objective 1.4 To produce catalogs, bibliographies, and profile-matching lists from data base.

Objective 1.5 To operate a search/retrieval system to answer inquiries about materials.

Objective 1.6 To maintain a source file for answering inquiries about location of materials for sale, rent, or loan.

Objective 1.7 To systematically match source of demand with source of supply upon inquiry.

Objective 1.8 To maintain records on inventories, circulation, demand, reactions to service, and other data.

Objective 1.9 To coordinate the development of ALRC/NCEMMH Network instructional media and materials common information retrieval systems and data sharing processes.

Goal 1.0 To develop and operate a National Instructional Materials Information System (NIMIS).

SUMMARY

FY 75 BUDGET

Information Services

Goal 1.0

A. Personnel

Information System Coordinator @ $20,000/yr. .85 FTE	$ 17,000
Technical Assistant @ $17,000/yr. 1.00 FTE	17,000
Librarian @ $12,000/yr. 1.00 FTE	12,000
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr. 1.00 FTE	9,000
Media Specialist @ $9,000/yr. 1.00 FTE	9,000
Graduate Research Associate @ $500/mo. .50 FTE	6,000
Secretary @ $7,000/yr. 1.00 FTE	7,000
Secretary @ $7,000/yr. 1.00 FTE	-0-
	$ 77,000

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 7,387
Hospitalization @ $25/mo. for Secretaries	300
	$ 7,687

C. Travel

Staff	$ 2,250
Consultant	4,500
Advisory Committee	2,250
Symposium Participants	-0-
	$ 9,000

D. Equipment (Purchase or Rental)

Computer Terminal	$ 2,400
Magnetic Tape Reader/Tapes (MTST)	3,600
Microfiche Reader	5,000
TV Projector Rental	
	$ 11,000

E. Materials and Services

Office Supplies	$ 600
Long Distance Telephone	500
Postage	1,200
Printing and Reproduction	12,000
Facilities Rental	-0-
Kelly Services	1,500
Library Services	-0-
Computer Costs	47,000
	$ 62,800

F.	Consultant Fees	$ 2,000
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$169,487
J.	Indirect Charges @ 64% of Personnel	$ 49,280
K.	Total Funds Requested	$218,767

The National Instructional Materials Information System (NIMIS) will give parents, educators, and learning resource centers access to a comprehensive data base of media and materials. Information will be provided through the auspices of the ALRC/NCEMMH Network by on-line computer inquiry terminals, off-line computer based retrieval, product descriptions, and periodic publications which provide information about new materials and products, as well as discussions of substantive issues and technological developments.

The overarching purposes to be accomplished by the NIMIS include:

a. systematically identifying and classifying the total range of instructional materials and resources appropriate for the instruction of the handicapped, with the primary priority being on child-use materials and training in the use of new technology;

b. selecting, organizing, and continuously updating current knowledge and related to the development of utilization of media and materials for the handicapped into classifications, domains, and taxonomies to that parents and educators may obtain information according to interest and needs;

c. providing access to information through a variety of processes so that the user may select that which is most useful and convenient such as, computer retrieval, product reports, catalogs, indexes, and publications.

While the nationally comprehensive data base is being prepared for the NIMIS on-line and off-line computer based retrieval system, we propose to use an interim system based upon existing information resources of the

Special Education Instructional Materials Center/Regional Materials Center (SEIMC/RMC) Network.

Activities and Timeline		Start Date	Completion Date
1.a	Interim System Operation. Computer based retrieval will be possible on an estimated 30,000 items. Manual referral will be utilized to perform additional searches, using existing sources.	9/74	8/75
1.b	Procedures for mediagraphic (an extension of the term "bibliographic" to include citations and codes appropriate for identifying and classifying non-profit media) citation, materials identification, and selection criteria will be developed.	10/74	3/75
1.c	Analysis of recommendations will be obtained from Evaluation of Information Retrieval Systems contract.	11/74	1/75
1.d	Specifications of system hardware and software components will be prepared.	9/74	3/75
1.e	Analysis of priorities for information content and services to be obtained	9/74	2/75

		Start Date	Completion Date
	from the National Needs Analysis will be made.		
1.f	Software and hardware components will be designed and developed.	1/74	5/75
1.g	Materials for mediagraphic citation and coding will be prepared.	1/75	ongoing
1.h	System operations will be pilot tested.	6/75	8/75
1.i	System will be implemented.	9/75	ongoing

Objective 1.1

To develop and maintain a machine readable materials information data base with inquiry terminals.

In order to obtain maximum value from resources invested in instructional media and materials, the widest possible dissemination must be achieved. This wide dissemination is impossible unless national audiences who need and use media and materials have convenient access to information which identifies, describes, recommends, and locates appropriate resources. Thus, access to descriptive information becomes a critical element in insuring that parents and educators obtain instructional media and materials when and where they are needed.

The particular information format provided to the user will depend upon the resources of local and state learning resource centers. At the very least, users in remote areas will have access to information by catalogs, publications, and computer based retrieval by mail or phone.

The recent SEIMC/RMC Network publication to be issued through the BEH program office, Recommended Policies and Procedures for Regional Media-Materials Center (Volume 5, Media and Materials Information System, USOE), recommends procedures for a comprehensive information system emphasizing the need for standardized citation formats.

Other valuable sources for the system design will be the Special Education System for Instructional Material Identification Information (SESIMI) manual prepared by William E. Nelson and Giselle Schwartz Thornton for the Pennsylvania Department of Education Division of Special Education, the National Needs Assessment, and the data to be obtained from the Evaluation of Information Retrieval System contract.

In addition, the staff and resources of existing information systems within the present SEIMC Network will be consulted. These systems include: The University of Kentucky, the University of Texas at Austin, The Michigan BIRS System, the Computer Based Resource Units (CBRU) System of the State University of New York at Buffalo, and other relevant systems from members of the old SEIMC Network.

The ultimate objective of the NIMIS is to provide users with as much information describing educationally appropriate instructional materials which may be feasibly stored and retrieved. Obviously, there are both physical and economic limits to the amount of information which may be supplied with each title, as well as the practical usefulness of the scope of the materials identified for inclusion in the system. Further, there must be a balance between the amount of information ascribable to each of the materials which is actually beneficial in helping the user identify the appropriateness and applicability, and the expense of creating a data base on an extensive range of materials. It is, therefore, planned to construct two types of data bases: (1) a combined manual-referral and computerized data base of materials which would comprise the total range of instructional materials available for handicapped learners; as this data base may comprise from 50,000 to 100,000 items, it would be very expensive to develop a complete set of descriptors, abstracts, and evaluative/performance data for each item even if each item could be described for as low as $10-$15 (a range estimated for abstracting articles at the CEC ERIC Clearinghouse); (2) a second data base comprising the on-line computer file and including basic mediagraphic information, as well as descriptors, an abstract, and evaluative/performance data, when available. As this data base will be relatively expensive to construct, it will be limited to only those instructional materials which have been judged to be most worthy of national dissemination. Criteria for selection in this data base might include: (1) available circulation data from instructional materials centers, (2) evaluative data, (3) field test or research data, (4) relationships of the materials to the priority areas derived from the National Needs Assessment.

Thus, the basic issue of entering data into the system is relative to the amount and type of descriptive information to be included for various types of information displays.

For example, the typical library card will contain from 8 to 10 fields of information (call number, author, title, publisher, place, etc.). In contrast, the Nelson-Thornton mediagraphic citation suggests that 26 fields of information are necessary as an adequate formt. Since these fields would include an abstract and evaluative information, Exhibit A P. 90 , is an example of a descriptive format currently in use by the University of Kentucky SEIMC, which includes call number, basic citation, and an abstract.

Exhibit B, p. 91 denotes the 26 information fields suggested by Nelson and Thornton. The cost and feasibility of this type of format will be evaluated in terms of cost benefit for incorporation into the NIMIS by the network advisory committee and the national planning committee.

Exhibit C, p. 93 is a hypothetical example of a materials description which includes several levels of information. This type of disply might be considered as approaching the maximum limit of information for each item.

The issues to be resolved through network committees, the National Needs Assessment, and consultation with national advisory groups include:

a. choosing a standardized mediagraphic citation format;

b. deciding the types of evaluative data and information complexity which can be feasibly developed for each item;

c. deciding upon the proper balance between the scope of the national data base and the amount of descriptive information which may be developed for NIMIS within time and budgetary constraints.

Figure 2, p.94 refers to the types of information by levels which are proposed to be made available through different types of retrieval and dissemination formats. This multi-format approach is used because it is not cost effective to provide large amounts of descriptive information in certain types of formats. For example, a complete catalog of holdings including all levels of descriptive information would require many large volumes.

However, a client of the system would not need a complete catalog of titles to reference materials, but would simply request the system to perform a search based upon a profile match of descriptors related to the client's information needs.

It is also conceivable that certain types of clients would benefit from complete product descriptions. These complete descriptions would be extremely costly to place in a complete catalog, but could be made available to clients upon request, on an at-cost basis.

EXHIBIT A

University of Kentucky Retrieval Format

N.P.A.
Scholastic
65-0117-01-01 Getting Together Book Series
NAA Problems You Face 1971

Short stories, skits, essays about the problems of adolescents - boy-girl relationships, family loneliness. Authentic photographs and dialogues.

Skill: Self concept, social skills

Level: Junior-Senior High

Format: Book

Other: High interest-low vocabulary

$274.50
65-0118-01-01 Modern Consumer Grolier
Rodman, A. Education 1970

A multi-media self-instructional kit of six modules designed to teach consumer education. Can be used as a basic course or as supplement to social studies, home economics. Cassette tapes, filmstrips, and booklets.

Skill: Consumer education, career education, social skills, social studies

Level: Junior-Senior High, Adult Education

Format: Kit, audio-tapes, filmstrips, book

EXHIBIT B

NIMIS Master Record-Elements and Cues

Cues	*Elements*
1. AC	National Accession Number
2. NI	Numerical Identifiers
3. TI	Title
4. TA	Title Alternative
5. ED	Edition
6. PN	Program Note
7. AU	Author
8. SC	Corporate Creator
9. CH	Copyright Holder
10. PD	Publication Date
11. CD	Copyright Date
12. FT	Format
13. FV	Format Variant
14. PC	Page Count
15. PI	Parts Included
16. UW	Use with Articles
17. PR	Price
18. SD	Distributor and Source
19. AS	Availability Status
20. SP	Publisher/Producer Source
21. SU	Surrogate
22. SN	Supplementary Note

23.	TD	Thesaurus Descriptors
24.	AB	Abstract
25.	CC	Cautionary Comment
26.	EV	Evaluation Information

(from *Recommended Policies and Procedures for Regional Media-Materials Centers*, Volume 5, Media and Materials Information System USOE, PIO)

EXHIBIT C

Data Retrieval Levels*

Level 1 Identification Code Mediagraphic Format	HK 106 479 Milgrom, Henry *Carol and Her Family* [Filmstrip] Washington, D.C. Media Services and Captioned Films - Color - 35mm Picture Story for Reading Experience
Level 2 Basic Descriptors	Audience: Deaf or Hearing Impaired Level: 2nd and 3rd Grades Skills: Reading
Level 3 Instructional Use Descriptors	*Activities* Large Group, Discussion Small Group, Discussion Individualized Instruction Programmed Self Test *Objectives* Word Attack 2.2-3.0 Word Comprehension 2.2-3.0 Vocabulary
Level 4 Abstract	This film strip program was developed with captions to provide the hearing impaired child with the opportunity to associate phrases with actual events which occur in the typical household. The content provides developmental skills and practice opportunities in vocabulary and reading comprehension at the 2-3 reading level. Suggestions for testing and individual practice are included.
Level 5 Evaluative Data	In 1971 Pilot Test 24 children achieved at 74% level on achievement test. In 1972-73 45 teachers returned evaluation forms--12 excellent, 13 good, 18 fair, 2 poor.
Level 6 Research Data	In study utilizing 6 teachers and 75 children, 37 children in control group achieved at 71% level on a reading mastery test, while 38 children in experimental group achieved at 78% level.
Level 7 Product Brochure	Brochure available from S_4 and the NCEMMH describes application, suggestion for use, and provides a sample lesson. Field test and evaluative reports are included.

* Sample for purposes of discussion only.

FIGURE 2

Information Format/Function Matrix

Services and Retrieval Functions

Format Levels	A. On-line Interactive Retrieval	B. Off-Line Batch Retrieval	C. On-line Source and Location Search	D. Catalogs and Indexes	E. Printed Materials	F. Reference and Referral	G. Publications	H. Project Reports
Level 1 - Identification Code/Mediagraphic Format (includes source)	X	X	X	X	X	X	X	X
Level 2 - Basic Descriptors - Audience, Level, Skills	X	X	X	X	X	X	X	X
Level 3 - Instructional Use Descriptions	X	X	P	X	X	X	X	X
Level 4 - Abstract	P	X	P	(annotation is possible)	X	X	X	X
Level 5 - Evaluative Data	P	P	0	0	X	X	X	X
Level 6 - Research Data	P	P	0	0	X	X	X	X
Level 7 - Product Brochure/Descriptions	0	0	0	0	X	X	X	X

CODE: X = most likely
P = possible
0 = unlikely

For examples of the types of information formats which are proposed to be made available through the interim system computer base, see Appendix A.

NOTE: The following activities refer to the ALRC/NCEMMH Workscope, Area 5, defined as:

Media and Materials Information System, "A data base of child-use and teacher/parent-use materials which enable the use of materials or equipment in reaching a learning objective of the child."

Expected Outcomes

1.1a Access to an estimated 25-30,000 item computer base of child-use media and materials will be provided.

1.1b Profile-matching information retrieval will be available for an estimated 10,000 item data base of child-use materials using batch processing.

1.1c Planning and development of an on-line, computer based, profile-matching retrieval system for NIMIS, will be operational by September, 1975.

Activities and Timeline	Start Date	Completion Date
1.1.1 Initiate and conduct NIMIS national planning activities. It is essential that NIMIS planning become an integral part of network coordination activities so that the timing and sequential development of the network	9/74	1/75

		Start Date	Completion Date
	will be as rational and efficient as possible. Therefore, the manner in which NIMIS development interrelates with that of the network will be carefully planned through the Coordination Services area of The National Center. The network advisory committee will provide substantive advice and recommendations for NIMIS planning and development. This group will be responsible for recommending services to meet user needs and for NIMIS software content. The national planning committee will be a working group composed of professional consultants, ALRC/NCEMMH staff, and a BEH representative. This group will be responsible for generating system hardware specifications and operational functions.		
1.1.2	Determine the scopes and domain of instructional materials to be	10/74	1/75

		Start Date	Completion Date
	included in information data base (see Appendix C).		
1.1.3	Interrelate with the National Needs Assessment to analyze users' needs for information and the manner in which information is to be provided.	9/74	2/75
1.1.4	Coordinate the establishment of network criteria for evaluating and recommending materials to be included into the NIMIS data base.	10/74	1/75
1.1.5	Coordinate the development of procedures for identifying, classifying, describing, encoding, and abstracting materials in mediagraphic format.	11/74	3/75
1.1.6	Obtain inputs from the various planning sources to develop system software specifications.	10/74	3/75
1.1.7	Plan and develop system hardware and operational capabilities.	1/74	5/75
1.1.8	Systematically collect data coded by Area Learning Resource Centers.	2/75	ongoing
1.1.9	Prepare and enter data into system.	5/75	ongoing
1.1.10	Pilot test system components.	6/75	7/75
1.1.11	Interrelate NIMIS planning with ALRC	9/74	ongoing

		Start Date	Completion Date
	coordinating and planning.		
1.1.12	Establish network advisory committee: five ALRC Network members (two single state regions and three multi-state regions), two BEH representatives, and three of The Center's staff members.	9/74	ongoing
1.1.13	Establish national planning committee: three professional information scientists, two network members, two BEH representatives, and two of The Center's staff members.	9/74	ongoing

FY 75 BUDGET

Information Services

Objective 1.1

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel (1)	
5 trips @ $150/trip	$ 750
Per Diem @ $30/day	375
Consultant Travel (2)	
10 trips @ $150/trip	1,500
Per Diem @ $30/day	750
Advisory Committee Travel (3)	
10 trips @ $150/trip	1,500
Per Diem @ $30/day	750
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 5,625

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	$ 3,600
Microfiche Reader	-0-
TV Projector Rental	-0-
	$ 3,600

E. Materials and Services

Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	$ 25,000
	$ 25,000

F. Consultant Fees	$ 1,000
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 40,635
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$ 43,771

BUDGET NOTES FOR OBJECTIVE 1.1

(1) C. Travel

Staff
5 staff trips to confer with special officer about data base coding procedures

(2) C. Consultant
10 consultant trips for consultants who advise on NIMIS software/hardware development

(3) C. Advisory Committee
10 trips for NIMIS National Advisory Committee

Objective 1.2

To develop a data base for media, materials, and technology training.

The ALRC/NCEMMH Workscope defines this area as "teacher-use materials designed to increase competency in selecting and using instructional materials." In the development of this data base, the workscope prescribes that the Area Learning Resource Centers will:

a. identify media, materials, and educational technology training needs;

b. locate extant and usable training programs and materials which fulfill needs;

c. classify, describe, and encode media-training materials for information base entry.

Thus, the basic field work of identifying and classifying materials is the responsibility of the Area Learning Resource Centers. It will be the responsibility of The National Center to coordinate the development of common standards and procedures ofr identifying and encoding materials, as well as to collect the coded information and enter it into the data base.

Expected Outcomes

1.2.a Procedures for identifying media, materials, and educational technology training needs will be developed by January, 1975.

1.2.b A media training and educational technology data base of identified and recommended materials will be developed and maintained. Manual referral will be operational by January, 1975; computer based referral, by September, 1975.

1.2.c Procedures for matching the data base resources with the training needs of the ALRC Network will be developed by January, 1975.

Activities and Timeline	Start Date	Completion Date
1.2.1 Establish an ALRC Network committee to develop guidelines and procedures for identifying, classifying, and encoding media training materials.	9/74	11/74
1.2.2 Cooperate with ALRC Network committees in the development of procedures for evaluating and recommending media training materials which fulfill needs.	9/74	ongoing
1.2.3 Coordinate the implementation of guidelines and procedures developed in 1.1.1.	1/75	ongoing
1.2.4 Systematically collect and process the data developed by the ALRC Network.	3/75	ongoing
1.2.5 Enter data into the National Instructional Materials Information System.		

FY 75 BUDGET

Information Services

Objective 1.2

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo. 1/2 time	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
Secretary @ $7,000/yr.	-0-
	$ 7,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 770
Hospitalization @ $25/mo. for Secretaries	150
	$ 920

C. Travel

Staff Travel (1)	
5 trips @ $150/trip	$ 750
Per Diem @ $30/day	375
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 1,125

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)	
Office Supplies	$ 200
Long Distance Telephone	
Postage	
Printing and Reproduction	2,000
Facilities Rental	
Kelly Services	
Library Services	
Computer Costs	1,000
	$ 3,200
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 12,645
J. Indirect Charges @ 64% Personnel	$ 4,736
K. Total Funds Requested	$ 17,381

BUDGET NOTES FOR OBJECTIVE 1.2

(1) C. Travel

Staff
5 staff trips to coordinate data base procedures with ALRCs

(2) E. Materials and Services

Printing and Reproduction
Duplication costs for reproducing media training product descriptions for dissemination to ALRCs

Computer Costs
Prepare an estimated 1,000 item media training data base for computer retrieval at $1.00 per entry (1,000 x $1.00 = $1,000)

Objective 1.3

To respond to inquiries by matching training needs to training sources.

According to the ALRC/NCEMMH Workscope, it is the primary responsibility of the Area Learning Resource Centers to work with state and local agencies in the identification of needs, conceptualization of needed materials and services, in the conduct of programs and workshops, and in the dissemination of training materials. The National Center will serve as a clearinghouse for information and as a coordinating agency in ALRC Network media and materials training projects of a national scope.

Expected Outcomes

1.3.a A resource file of media training programs and materials will be developed and maintained.

1.3.b Systematic procedures for referring inquiries to sources of supply will be developed.

Activities and Timeline	Start Date	Completion Date
1.3.1 Maintain a resource file of existing training programs, media and materials, and human resources which relate to media training needs.	9/74	ongoing
1.3.2 Develop procedures for referring to appropriate sources.	9/74	1/75

		Start Date	Completion Date
	(a) Enter appropriate resources into the NIMIS data base.	3/75	ongoing
	(b) Maintain a collection of existing resources by catalogs, lists, and resource files.	9/74	ongoing
	(c) Cooperate with ALRC and RRC Network agencies in maintaining human resources files.	9/74	ongoing
1.3.3	Systematically respond to inquiries by matching resources to needs.	9/74	ongoing
1.3.4	Develop and maintain a clearinghouse function for media training programs and development projects of national significance.	1/75	ongoing

FY 75 BUDGET

Information Services

Objective 1.3

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
Secretary @ $7,000/yr.	-0-
	$ 8,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 874
Hospitalization @ $25/mo. for Secretaries	150
	$ 1,024

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)	
Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	$ 2,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 2,000
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 11,424
J. Indirect Charges @ 64% Personnel	$ 5,376
K. Total Funds Requested	$ 16,800

BUDGET NOTES FOR OBJECTIVE 1.3

(1) E. Materials and Services

Printing and Reproduction
Reproduction costs for responding to inquiries about media training products

Objective 1.4

To produce catalogs, bibliographies, and profile matching lists from data base.

Because of the size of the projected NIMIS data base, catalogs containing the complete lists of available materials will only be available to learning resource centers. Distribution to wider audiences will be considered only on some type of cost basis. However, parents, teachers, and media consultants will need special indexes of materials specifically recommended for certain types of student populations. As these indexes will be relatively small in scope, they will be available for dissemination on a wider basis. During the fiscal year 1975, it is proposed that matching lists will be provided through the interim system.

For the types of profile matching descriptors proposed on an interim basis, see Appendix A. When the NIMIS becomes fully operational, both on-line and off-line profile matching searches are proposed on a more complete range of descriptors, which might include those provided in the *Instructional Materials Thesaurus for Special Education,* published by the CEC Information Center on Exceptional Children, Reston, Virginia.

The issue of search descriptors for information retrieval can be very complex. One of the main priorities for the profile matching capabilities of the operating NIMIS must be that search descriptors may be added or deleted on a flexible basis, depending upon the information needs of users and upon the continuous monitoring of user evaluations.

Expected Outcomes

1.4.a Twenty complete catalogs with descriptors and abstracts of the interim data base will be provided by the interim system for use by the ALRCs and Specialized Offices.

1.4.b The interim system will produce as many as 6,240 profile matches during fiscal year 1975, based upon three levels of descriptors.

1.4.c An estimated 500 catalogs of an estimated 25,000 item child-use materials data base will be produced for use by learning resource centers.

A series of special indexes will be produced for each of the major handicapped population groups, on a priority basis, depending upon available data.

Activities and Timeline		Start Date	Completion Date
1.4.1	Develop procedures for identifying and cataloging child-use materials.	10/74	1/75
1.4.2	Develop procedures for producing and distributing catalogs and special indexes.	10/74	1/75
1.4.3	Develop procedures for referring inquiries to the proposed interim information retrieval system for profile matching computer search.	9/74	10/74
1.4.4	Process inquiries, make referrals, and distribute catalogs and special indexes.	10/74	ongoing

Evaluation

Systematic responses to services will be obtained from users of catalogs, special indexes, and the profile-matching retrieval system.

FY 75 BUDGET

Information Services

Objective 1.4

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	$ -0-
	4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	
	$ 510

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	4,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 4,200

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 9,610
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$ 12,746

BUDGET NOTES FOR OBJECTIVE 1.4

(1) E. Materials and Services

Reproduction costs for catalogs and indexes,
estimated 40,000 pages at .01 per page

Objective 1.5

To operate a search retrieval system to answer inquiries about materials.

The National Center is frequently called upon to provide information concerning a wide range of problems and areas related to the education of the handicapped. From September, 1973, to May, 1974, over 300 requests for information were received in 19 different categories. However, upon the issuance of the first periodic report, a newsletter entitled *Apropos*, more than 200 inquiries were received within a two week period requesting information on a single new product which was listed. As The National Center's role as a clearinghouse for information related to instructional media and materials becomes better known, information requests will undoubtedly increase. For example, the ERIC Clearinghouse on Handicapped and Gifted Children now answers about 20,000 requests annually for information related to professional articles and research. Because of the potential usefulness of the NIMIS for providing descriptive information concerning media and materials for national audiences, the number of inquiries could conceivably range well over 100,000 per year.

As previously states, we propose to use an intermin system based upon existing information resources of the SEIMC/RMC Network while the nationally comprehensive data base is being prepared for the NIMIS on-line and off-line computer based retrieval system.

All extant Regional Special Education Instructional Material Center Information Retrieval Systems will be collected and analyzed to facilitate selection of the three systems most readily applicable as an interim national instructional media and materials information system. These systems will comprise a computer based information system composed of approximately thirty thousand records which will provide up to 6,240 information responses between September 1, 1974, and August 31, 1975. All requests will be processed through the thirteen Area Learning Resource Centers.

ALRC media and materials specialists will be instructed to access the data bases selected for the interim information system. Instructional manuals will be disseminated for using the descriptor terms and request forms for each of the respective systems. One priority project activity will be to maintain a 24-hour turn-around on all requests submitted in the specified format. A second priority of the project will focus on increasing the proficiency with which the users access the system (i.e., the proportion of requests for searches which yield satisfactory results on the first attempt with limited review and modification by project staff). Greater user proficiency on accessing the system will yield greater volume of service at lower per unit costs with less time delay.

The batch processing procedures and computer software selected by the project will be adaptable to the comprehensive NIMIS system.

Expected Outcomes

An interim computer based profile-matching retrieval system. The data base will also provide desriptors for an estimated 30,000 items.

- A machine-readable data base will also be provided for an estimated 25,000 child-use items, based upon the inventory lists of the present SEIMC/RMC Network holdings.
- Referral will be available to the known universe of media and materials, supporting services, and human resources, through reference to existing catalogs and resource lists.

Activities and Timeline		Start Date	Completion Date
1.5.1	Review existing IMC, RMC, RRC, SEA, LEA, and private corporation media and material information systems and data bases and compile a machine readable data base from those adaptable to interim system usage.		
	(a) Obtain approval from developer to use software and data base on an interim basis.	10/74	1/75
	(b) Obtain data base, software, descriptor thesaurus, and catalogs of abstracts.	10/74	1/75
1.5.2	Adapt and develop computer software for conducting daily batch searches of the selected data bases.		

			Start Date	Completion Date
	(a)	Provide for author, title, and call number output at minimum line-cost per retrieval.	1/75	ongoing
	(b)	Provide for annotated bibliography output (i.e., selected annotated bibliographies based on retrieval terms).	1/75	ongoing
1.5.3	Develop and disseminate user training materials on accessing the information system, on the capabilities of the system, and on using the output in providing materials consultation to local clients.			
	(a)	Use staff who have implemented the respective systems as consultants in order to design training materials which will help avoid problems in the use of the system.	10/74	2/75
	(b)	Print materials and disseminate training to media and materials specialists in 13 ALRCs.	11/74	2/75

		Start Date	Completion Date
	(c) Print catalogs of abstracts, descriptor terms and other support documents; and disseminate to the 13 ALRCs.	10/74	1/75
1.5.4	Develop procedures for referring inquiries to the proposed computer based profile-matching system. On-line computer terminal or telecopy connecting links are possible between The Ohio State University, the University of Kentucky, the University of Texas, and the proposed Special Office for Materials Depository.	9/74	8/75
1.5.5	Develop resources and procedures for classifying and retrieving information related to the utilization of human resources, i.e., consultants, materials developers, commercial producers, media and technology expertise, etc.	9/74	Ongoing
1.5.6	Develop resources and procedures for classifying and retrieving information related to the support	9/74	Ongoing

		Start Date	Completion Date
1.5.6 (cont)	systems for identifying, developing, and delivering instructional materials, i.e., agencies, companies, commercial and private firms, and foundations who are concerned with serving the handicapped.		
1.5.7	Operate the interim system to provide information about child-use materials as requested by media and materials specialists in the 13 ALRCs.		
	(a) Batch processed requests daily (by mail, phone, or telecopier).	1/75	ongoing
	(b) Provide ongoing consultation to users regarding more effective utilization of the system.	1/75	ongoing
	(c) Update data bases only to the extent of correcting serious errors, or of adding abstracts and descriptor codes for materials forwarded (in machine readable form) by the Specialized Offices of the ALRC Network.	1/75	ongoing

		Start Date	Completion Date
1.5.8	Provide management data (volume, average turn-around time, per unit costs, etc.) on the operation of the interim system.	2/75	ongoing

Evaluation

The interim retrieval system operation will be evaluated according to criteria developed by ALRC/NCEMMH network staff, as well as through evaluations obtained by clients who use the system.

FY 75 BUDGET

Information Services

Objective 1.5

A. Personnel

Information System Coordinator	.10 FTE	$ 2,000
Technical Assistant @ $17,000/yr.	.20 FTE	3,400
Librarian @ $12,000/yr.	.10 FTE	2,400
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr.		-0-
Media Specialist @ $9,000/yr.	1.00 FTE	9,000
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.	.50 FTE	6,000
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
		$ 22,800

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,747
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 1,747

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)(1)

Computer Terminal	$ 2,400
Magnetic Tape Reader/Tapes (MTST)	
Microfiche Reader	
TV Projector Rental	
	$ 2,400

E. Materials and Services (2)

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	
Printing and Reproduction	2,000
Facilities Rental	
Kelly Services	1,000
Library Services	
Computer Costs	21,000
	$ 24,250
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 51,197
J. Indirect Charges @ 64% Personnel	$ 14,592
K. Total Funds Requested	$ 65,789

BUDGET NOTES FOR OBJECTIVE 1.5

(1) D. Equipment (Purchase or Rental

Computer terminal rental - 12 mos. @ $200.00

(2) E. Materials and Services

Printing and Reproduction
200,000 pages of abstracts and retrieval information
@ .01 per page

Computer Costs
10,500 computer profile/match retrievals at
2.00 per response

Objective 1.6

To maintain a source file for answering inquiries about location of materials for sale, rent, or loan.

A major goal of the NIMIS will be to provide information concerning the availability of media and materials, whether for sale, rent, or loan. This information will be included for each item in the data base. It will also be possible to create an on-line linkage between the NIMIS retrieval process and other computer based resource files, such as might be at the Special Office Materials Depository. When this procedure becomes operational, it will be possible for the user to determine immediately the location and availability of those materials in the on-line data base.

An example is provided by the on-line connection between the University of Kentucky and The Ohio State University Library Circulation System. During this pilot test period, it is possible for a teacher in Kentucky to call the learning resource center at Lexington and determine immediately the availability and location of a title in the Kentucky catalog, through the on-line terminal connection. Although this service is now only available on a pilot-test basis, similar on-line connections will be possible in the future between local, state, and national data bases, depending upon the cost/use potential of the service.

Expected Outcomes

1.6.a During fiscal year 1975, inquiries will be answered by three approaches: (1) reference through the profile-matching search capability of the interim system; (2) reference to the computer-based, child-use catalog which will be stored in The Ohio State University Library Circulation System; (3) manual referral to existing catalogs and resource lists.

Activities and Timeline		Start Date	Completion Date
1.6.1	Systematically refer inquiries to the University of Kentucky data base, or The Ohio State University Library data base to determine source or location.	9/74	8/75
1.6.2	Items not listed in either of the above will be manually searched through existing catalogs and resource lists.	9/74	8/75

Evaluation

Systematic evaluations will be obtained through surveys of clients under the auspices of participating learning resource centers.

FY 75 BUDGET

Information Services

Objective 1.6

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr. .50 FTE	4,500
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 9,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 978
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 978

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ -0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(1)	
Office Supplies	$ -0-
Long Distance Telephone	-0-
Postage	1,200
Printing and Reproduction	2,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 3,200
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$13,578
J. Indirect Charges @ 64% Personnel	$ 6,016
K. Total Funds Requested	$19,594

BUDGET NOTES FOR OBJECTIVE 1.6

(1) E. Materials and Services

Responses to inquiries about location of materials, 200,000 pages reproduced at .01

Objective 1.7

To systematically match source of demand with source of supply upon inquiry.

By fiscal year 1976, it is proposed to match inquiries with source of supply on all holdings in the Special Office Materials Depository (SOMD) through on-line computer capability. State and local resource centers may also wish to participate in the national on-line retrieval and information processes, at their own option. For fiscal year 1975, it is proposed to systematically refer inquiries to the Special Office Materials Depository by whichever means prove most efficient.

Expected Outcomes

1.7.a For fiscal year 1975, the most cost efficient method possible will be used for referring requests to SOMD.

1.7.b By fiscal year 1976, it is proposed to provide on-line processing for matching requests to source of supply for those learning resource centers, either local, state, or regional, who wish to participate.

1.7.c Nationally, it is proposed to match requests with supply at the SOMD on an on- and off-line basis.

Activities and Timeline		Start Date	Completion Date
1.7.1	Develop procedures for obtaining source of supply information for the NIMIS data base.	9/74	Ongoing
1.7.2	Enter source of supply information into NIMIS data base.	1/75	Ongoing

		Start Date	Completion Date
1.7.3	Analyze alternatives for systematically matching source of demand with source of supply through NIMIS planning processes.	1/75	6/75
1.7.4	For fiscal year, 1975 refer inquiries to source of supply on a systematic basis.	9/74	Ongoing

Evaluation

Alternative means for matching source of demand with source of supply will be analyzed for cost effectiveness and desirability of use by actual or potential clients of NIMIS.

FY 75 BUDGET

Information Services

Objective 1.7

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$	2,000
Technical Assistant @ $17,000/yr. .10 FTE		1,700
Librarian @ $12,000/yr. .10 FTE		1,200
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr. .50 FTE		4,500
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
	$	9,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	978
Hospitalization @ $25/mo. for Secretaries		-0-
	$	978

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	500
Library Services	-0-
Computer Costs	-0-
	$ 750

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 11,128
J. Indirect Charges @ 64% Personnel	$ 6,016
K. Total Funds Requested	$ 17,144

BUDGET NOTES FOR OBJECTIVE 1.7

(1) E. Materials and Services

125 hours part-time help for peak periods to respond to inquiries at $4.00 per hour

Objective 1.8

To maintain records on inventories, circulation demand, reactions to service, and other data.

In order to monitor the quality of services provided, and to adopt, change, or provide new services, it will be necessary to maintain certain types of management and evaluative data. Performance data is also necessary to analyze the costs and benefits of services provided, as well as to compare alternative forms of providing services.

Expected Outcomes

1.8.a Records of inventories for SOMD and those local and state centers who participate in NIMIS will be maintained.

1.8.b Requests for information by category will be maintained.

1.8.c Amount of time required to respond to information will be recorded.

1.8.d Number of matches, i.e., ability of response system to satisfy specific information requests will be recorded.

1.8.e Evaluative data concerning the quality and nature of services provided will be compiled.

Activities and Timeline	Start Date	Completion Date
1.8.1 Develop procedures for obtaining monitoring and management data, according to criteria established by network planning and advisory committees.	10/74	1.75

		Start Date	Completion Date
1.8.2	Systematically collect and analyze data.	1/75	Ongoing
1.8.3	Analyze system performance according to data analysis, and apply findings to system goals and procedures, as feasible within resource constraints.	1/75	Ongoing

Evaluation

Network planning committees will establish evaluative criteria for monitoring the system. The external evaluation group will also provide critical and substantive advice concerning the validity and appropriateness of the types of data obtained.

FY 75 BUDGET

Information Services

Objective 1.8

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental) (1)

Computer Terminal	$ -0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	5,000
TV Projector Rental	-0-
	$ 5,000

E. Materials and Services

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 200

F. Consultant Fees (2)	$ 1,000
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 11,610
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$ 14,746

BUDGET NOTES FOR OBJECTIVE 1.8

(1) D. Equipment (Purchase or Rental)

Purchase of computer output microfiche reader

(2) F. Consultant Fees

10 days of consultation for management information and system monitoring

Objective 1.9

To coordinate the development of ALRC/NCEMMH Network instructional media and materials common information retrieval systems and data sharing processes.

It is the responsibility of The National Center, through the participation of the ALRCs, to coordinate the development of those services and procedures which optimally provide the delivery of media and materials and supporting services to improve the educational opportunities of handicapped learners.

In order to accomplish this task, certain cost effective, standardized practices must be developed for handling routine information processing and materials transactions. This is *not* to say that a national system will be unilaterally imposed upon the ALRCs and state or local learning resource centers. In order to articulate this problem, a distinction must be drawn between the *content* of information systems, and the software/hardware processes necessary to accomplish information retrieval.

State and local learning resource centers should maintain the privilege of choosing the content of their own information system requirements. However, we suggest that certain, common practices for standardizing information system software and hardware and for identifying and classifying media and materials would be cost efficient and would increase media and materials dissemination.

Two important elements must be developed in order to have a truly coordinated NIMIS: (1) uniform practices for identifying encoding and describing materials, (2) the common communication channels necessary to link local, state, and national resources.

Expected Outcomes

1.9.a The total range of information on instructionally appropriate media and materials for the handicapped will be included into a comprehensive national data base.

1.9.b Citation formats will be standardized so that either print, on-line, or machine-readable formats may be utilized to process information.

1.9.c Common communication channels will be established to link source of supply with source of demand at various distribution levels.

Activities and Timeline		Start Date	Completion Date
1.9.1	Identify the local information/delivery systems which optimally provide instructional resources to learners.	10/74	2/75
1.9.2	Identify the critical network elements necessary to link together local agencies within state information/delivery systems.	10/74	2/75
1.9.3	Cooperate with the ALRCs in the development of procedures for interrelating information/delivery	11/74	3/75

		Start Date	Completion Date
	systems between local, state, and national agencies.		
1.9.4	Provide state and local agencies, at cost, with information retrieval materials delivery system components, such as catalog cards, indexing and cataloging procedures and formats, computer tape outputs, and on-line information retrieval and materials location.	8.75	Ongoing

FY 75 BUDGET

Information Services

Objective 1.9

A. Personnel

Information System Coordinator @ $20,000/yr. .10 FTE	$ 2,000
Technical Assistant @ $17,000/yr. .10 FTE	1,700
Librarian @ $12,000/yr. .10 FTE	1,200
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 4,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 510
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 510

C. Travel

Staff Travel	$ -0-
Per Diem @ $30/day	-0-
Consultant Travel (1) 10 trips @ $150 per trip	1,500
Per Diem @ $30/day	750
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 2,250

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services	
Office Supplies	-0-
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 7,660
J. Indirect Charges @ 64% Personnel	$ 3,136
K. Total Funds Requested	$10,796

BUDGET NOTES FOR OBJECTIVE 1.9

(1) C. Travel

Consultant
10 days of consultant travel for NIMIS national planning committee

DATA SHARING PROJECT

DATA SHARING PROJECT

Goal 2.0 To cooperate with other organizations in the development of data sharing and common information processes.

Objective 2.1 To cooperate with the National Coordinating Office for Regional Resource Centers (CORRC) in the development of shared data systems and information processing.

Objective 2.2 To share planning, development, and technical data with organizations and federal programs who sponsor or produce instructional media and materials for the handicapped.

Objective 2.3 To develop cooperative procedures for sharing data and referring information requests with professional associations and national organizations such as the Council for Exceptional Children ERIC Clearinghouse.

Goal 2.0 To cooperate with other organizations in the development of data sharing procedures and common information processes.

SUMMARY

FY 75 BUDGET

Information Services

Goal 2.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff	$ 1,350
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	-0-
Long Distance Telephone	500
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	1,850
J.	Indirect Charges @ 64% of Personnel	-0-
K.	Total Funds Requested	$ 1,850

Sharing of data resources and common information systems will make it possible to coordinate activities involving national programs and to avoid unnecessary duplication of effort. Service organizations, federal projects, and instructional materials developers share many common information requirements, such as demographic data, availability and adequacy of services, needs assessment, and standards for the technical aspects of materials development.

For example, a professional educator interested in developing instructional materials to meet a perceived need should have access to several types of data in order to plan wisely and avoid unnecessary replication of existing products or programs. The developer would need to know: (1) what materials exist to meet the problem; (2) related evaluative or research data; (3) the potential market for the perceived need; (4) what projects are under development that are related to the particular problems; (5) content and technical standards of the various federal offices concerned with the clearance and distribution of projects.

Similarly, national organizations and federal projects would benefit from access to needs data, demographic data, and data reflecting the availability and quality of existing services, as well as descriptions of new programs under development.

Objective 2.1

To cooperate with the National Coordinating Office for Regional Resource Centers (CORRC) in the development of hsared data systems and information processing.

The new Regional Resource Centers (RRC) Network is concerned with the development of programs which diagnose and prescribe the educational programming needs of handicapped learners. The ALRC/NCEMMH Network and the RRC Network should be closely linked into a logical continuum of services which provide for the diagnosis, prescription, and delivery of services necessary to meet the student's instructional needs.

The National CORRC Office proposes to share common needs analysis data with the ALRC/NCEMMH Network. The proposal for the Coordinating Office for Regional Resource Centers, University of Kentucky states:

> Integration of RRC/ALRC Workscopes to facilitate development of the Learning Resource Center Network is an essential function of CORRC. Interlock of strategies and activities should be achieved, i.e., data systems development, technical assistance, training, and needs assessment . . .

The proposal further states the intent of developing, implementing, and maintaining information sharing activities and joint planning between RRC and ALRC Networks.

Expected Outcomes

2.1.a A plan will be developed cooperatively with the CORRC for a shared data base and common information retrieval processes which relate to the development and delivery of media, materials, and supporting services.

Activities and Timeline	Start Date	Completion Date
2.1.1 Initiate a cooperative planning effort with the CORRC office.	9/74	1/75
2.1.2 Cooperate in the development of procedures and specifications for obtaining data which reflect areas of mutual need for planning and program development.	1/75	Ongoing
2.1.3 Implement common data collection and information retrieval procedures.	1/75	Ongoing

FY 75 BUDGET

Information Services

Objective 2.1

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1) 2 trips @ $150/trip	$	300
Per Diem @ $30/day		150
Consultant Travel		-0-
Per Diem @ $30/day		-0-
Advisory Committee Travel		-0-
Per Diem @ $30/day		-0-
Symposium Participant Travel		-0-
Per Diem @ $30/day		-0-
	$	450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services		
Office Supplies		-0-
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	450
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	450

BUDGET NOTES FOR OBJECTIVE 2.1

(1) C. Travel

Staff
2 staff trips to confer with CORRC Office concerning planning of shared information systems

Objective 2.2

To share planning, development, and technical data with organizations and federal programs who sponsor or produce instructional media and materials for the handicapped.

Instructional materials developers and agencies who sponsor or produce materials development need access to certain types of data in order to avoid unnecessary duplication of effort and to obtain the maximum program impact from resources invested. Needs data, demographic data, descriptions of existing products and services, and tracking of new products under development are all important information requirements. Technical data, technical standards, and federal policies and procedures are also types of data which should be readily available to developers and producers of instructional media and materials.

Expected Outcomes

2.2.a A shared data base with organizations and federal agencies will be developed to provide needs data, planning information, and technical assistance.

Activities and Timeline	Start Date	Completion Date
2.2.1 Identify and obtain information from federal agencies relating to technical specifications, product clearance, distribution procedures, etc.	10/74	Ongoing

		Start Date	Completion Date
2.2.2	From the National Needs Analysis and through contacts with developers and producers, determine the types of planning, technical, and product clearance and distribution data which are most needed.	1/75	Ongoing
2.2.3	Develop and maintain data which relate to the tracking of products and programs under development.	1/75	Ongoing
2.2.4	Maintain, update, and operate shared data processes.	1/75	Ongoing

Evaluation

The validity and reliability of information provided to clients will be monitored and evaluated. Procedures will be maintained or altered according to feedback data.

FY 75 BUDGET

Information Services

Objective 2.2

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1)		
2 trips @ $150/trip	$	300
Per Diem		
@ $30/day		150
Consultant Travel		-0-
Per Diem		
@ $30/day		-0-
Advisory Committee Travel		-0-
Per Diem		
@ $30/day		-0-
Symposium Participant Travel		-0-
Per Diem		
@ $30/day		-0-
	$	450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E.	Materials and Services	
	Office Supplies	$ -0-
	Long Distance Telephone	250
	Postage	-0-
	Printing and Reproduction	-0-
	Facilities Rental	-0-
	Kelly Services	-0-
	Library Services	-0-
	Computer Costs	-0-
		$ 250
F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 700
J.	Indirect Charges @ 64% Personnel	-0-
K.	Total Funds Requested	$ 700

BUDGET NOTES FOR OBJECTIVE 2.2

(1) C. Travel

Staff
2 staff trips to confer with national organizations and federal projects about shared information

Objective 2.3

To develop cooperative procedures for sharing data and referring information requests with professional associations and national organizations such as the Council for Exceptional Children ERIC Clearinghouse.

Some national service organizations maintain active clearinghouse and information dissemination functions. For example, the Council for Exceptional Children ERIC Clearinghouse has the specific mission of "acquiring all professional materials relating to or concerned with the education and training of handicapped and gifted children and youth. Professional materials include books and literature guides, research reports, curriculum guides, journal articles and related materials." The principal distinction between the role of The National Center and the ERIC Clearinghouse is the difference between print and non-print materials. Therefore, there is a critical need for mutual cooperation in the sharing of data and in the referral of requests for information between these two organizations.

Several national organizations periodically obtain survey and demographic information for particular populations. These data are important for planning and development of national programs. An example of this is the "Annual Survey of Hearing Impaired Children and Youth" prepared by the Office of Demographic Studies, Gallaudet College. The possibility of sharing in this type of survey to obtain data related to the availability and usage of instructional materials for handicapped children poses very real benefits for planning and program assessment for all organizations involved.

Expected Outcomes

2.3.a Cooperate procedures will be developed for sharing data and referring information requests between organizations, such as the Council for Exceptional Children ERIC Clearinghouse.

Activities and Timeline	Start Date	Completion Date
2.3.1 Identify national associations and organizations who collect and disseminate information related to media, materials, and supporting services.	10/74	Ongoing
2.3.2 Establish communication channels to share data and to refer requests for information.	1/75	Ongoing
2.3.3 Participate, on a cooperative basis, in the collection of data of mutual interest to The National Center and other organizations.	1/75	Ongoing
2.3.4 Collect, maintain, and share information processes among the national organization and cooperation organizations.	2/75	Ongoing

Evaluation

The number and usefulness of information exchanges will be periodically assessed. Efforts expended in mutual information processes will be periodically evaluated in light of other program priorities.

FY 75 BUDGET

Information Services

Objective 2.3

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel(1) 2 trips @ $150/trip	$	300
Per Diem @ $30/day		150
Consultant Travel		-0-
Per Diem @ $30/day		-0-
Advisory Committee Travel		-0-
Per Diem @ $30/day		-0-
Symposium Participant Travel		-0-
Per Diem @ $30/day		-0-
	$	450

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	$ -0-
Long Distance Telephone	250
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 250

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 700
J. Indirect Charges @ 64% Personnel	-0-
K. Total Funds Requested	$ 700

BUDGET NOTES FOR OBJECTIVE 2.3

(1) C. Travel

Staff

2 staff trips to confer with national organizations such as the CEC/ERIC concerning referral and shared data

PUBLICATION PROJECT

PUBLICATION PROJECT

Goal 3.0 To publish special indexes, product reviews, and periodic reports.

Objective 3.1 To disseminate periodic reports and updates (estimated 75,000 released four times annually).

Objective 3.2 To produce psecial indexes which list available materials for specific learner populations (estimated five indexes at 100 copies each for fiscal year 1975).

Objective 3.3 To produce in-depth reviews of products, research reports, and technological developments (estimated 4,000 reports issued four times annually).

Goal 3.0 To publish special indexes, product reviews, and periodic reports.

SUMMARY

FY 75 BUDGET

Information Services

Goal 3.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .40 FTE	4,800
Editor @ $10,000/yr. 1.00 FTE	10,000
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
	$ 18,300

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,903
Hospitalization @ $25/mo. for Secretaries	150
	$ 2,053

C. Travel

Staff	-0-
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	600
Long Distance Telephone	-0-
Postage	4,200
Printing and Reproduction	9,600
Facilities Rental	-0-
Kelly Services	1,000
Library Services	-0-
Computer Costs	-0-
	$ 15,400

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 35,753
J.	Indirect Charges @ 64% of Personnel	$ 11,712
K.	Total Funds Requested	$ 47,465

Access to print materials which list, reviews, describe, and report information related to the availability and appropriateness of instructional materials is a critically important function of the NIMIS. Teachers, parents, materials consultants, agency personnel, and product developers need indexes and product reviews readily available for reference. It is proposed to provide major catalogs and special indexes of available media and materials on a yearly basis and to update these with periodic reports six times annually. In addition, in-depth reviews of substantive issues and major technological developments in the field of media and materials will be issued quarterly.

Expected Outcomes

3.a Special indexes which describe and list sources of existing materials for specific populations will be published.

3.b Printed materials, which describe the characteristics and availability of specific products, will be available upon request.

3.c Periodic publications which describe the availability of new products, substantive issues, and technological developments will be published.

Objective 3.1

To disseminate periodic reports and updates (estimated 75,000 released six times annually).

The periodic reports will provide brief descriptions, annotations, and sources of new products, as well as short articles on current issues related to the development and utilization of media and materials.

Activities and Timeline		Start Date	Completion Date
3.1.1	Systematically obtain product reviews, reports, and evaluations.	8/74	Ongoing
3.1.2	Obtain articles on substantive issues related to the development and utilization of media and materials.	8/74	Ongoing
3.1.3	Publish and disseminate reports.	8/74	Ongoing

FY 75 BUDGET

Information Services

Objective 3.1

A. Personnel

Information System Coordinator @ $20,000/yr.	$	-0-
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr. .30 FTE		3,000
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr. .50 FTE		3,500
	$	6,500

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	676
Hospitalization @ $25/mo. for Secretaries		150
	$	826

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	6,000
Printing and Reproduction	3,000
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 9,200
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 16,526
J. Indirect Charges @ 64% Personnel	$ 4,160
K. Total Funds Requested	$ 20,686

BUDGET NOTES FOR OBJECTIVE 3.1

(1) E. Materials and Services

Postage
Postage and mailing of 4 issues of periodic reports at .02 each (75,000 x 4 x .02 = $6,000)

Printing and Reproduction
300,000 copies at .01 = $3,000

Objective 3.2

To produce special indexes which list available materials for specific learner populations (estimated five indexes at 100 copies each for fiscal year 1975).

Teachers, media consultants, and supervisors need access to references which describe instructional materials that are appropriate for specific learner populations. As information is developed describing these types of materials, special indexes will be published and distributed.

Activities and Timeline		Start Date	Completion Date
3.2.1	Systematically index materials appropriate for specific learner populations.	9/74	Ongoing
3.2.2	Publish and disseminate indexes.	9/74	Ongoing

FY 75 BUDGET

Information Services

Objective 3.2

A. Personnel

Information System Coordinator @ $20,000/yr.	$	-0-
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr. .40 FTE		4,800
Editor @ $10,000/yr. .30 FTE		3,000
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
	$	7,800

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	811
Hospitalization @ $25/mo. for Secretaries		-0-
	$	811

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	400
Printing and Reproduction	2,000
Facilities Rental	-0-
Kelly Services	1,000
Library Services	-0-
Computer Costs	-0-
	$ 3,600

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 12,211
J. Indirect Charges @ 64% Personnel	$ 4,992
K. Total Funds Requested	$ 17,203

BUDGET NOTES FOR OBJECTIVE 3.2

(1) E. Materials and Services

Printing and Reproduction
Printing for an estimated 500 indexes at $4.00 per copy

Kelly Services
Part-time help for peak periods at $4.00 per hour

Objective 3.3

To produce in-depth reviews of products, research reports, and technological developments (estimated 4,000 reports issued four times annually).

Activities and Timeline		Start Date	Completion Date
3.3.1	Periodically assess major product and technological developments in order to set priorities for quarterly in-depth reviews.	9/74	Ongoing
3.3.2	Collect and edit major reviews, evaluations, and research reports according to criteria.	9/74	Ongoing
3.3.3	Publish and disseminate quarterly reviews.	9/74	Ongoing

FY 75 BUDGET

Information Services

Objective 3.3

A. Personnel

Information System Coordinator @ $20,000/yr.	$	-0-
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Editor @ $10,000/yr. .40 FTE		4,000
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr.		-0-
	$	4,000

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	416
Hospitalization @ $25/mo. for Secretaries		-0-
	$	416

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (1)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	800
Printing and Reproduction	1,600
Facilities Rental	-0-
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 2,600

F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 7,016
J. Indirect Charges @ 64% Personnel	$ 2,560
K. Total Funds Requested	$ 9,576

BUDGET NOTES FOR OBJECTIVE 3.3

(1) E. Materials and Services

Postage
Mailing of 4,000 product reviews four times
annually (16,000 mailings at .05 = $800)

Printing and Reproduction
16,000 copies of product reviews
(16,000 x .10 printing = $1,600)

PRESENTATIONS PROJECT

PRESENTATIONS PROJECT

Goal 4.0 To present ALRC/NCEMMH Network products and services at national meetings and symposia.

Objective 4.1 To cooperatively plan with representatives of the ALRCs and the Specialized Offices in the development of presentations for national meetings.

Objective 4.2 To cooperatively plan with three of the four Specialized Offices in the presentation of a national symposium on major substantive issues and Specialized Office projects and services.

Goal 4.0 To present ALRC/NCEMMH Network products and services at national meetings and symposia.

SUMMARY

FY 75 BUDGET

Information Services

Goal 4.0

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff	$ 1,350
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	21,360
	$ 22,710

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	300
	$ 300

E. Materials and Services

Office Supplies	$ 600
Long Distance Telephone	750
Postage	100
Printing and Reproduction	2,400
Facilities Rental	2,400
Kelly Services	-0-
Library Services	-0-
Computer Costs	-0-
	$ 6,250

F.	Consultant Fees	$ 15,090
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 44,350
J.	Indirect Charges @ 64% of Personnel	-0-
K.	Total Funds Requested	$ 44,350

Conventions and meetings of national associates will provide opportunities to describe ALRC/NCEMMH Network services and demonstrate new, federally funded products to large audiences of professional educators and other clients on a cost effective basis.

The national symposia being proposed with three of the four Specialized Offices, S_1 for the visually impaired, S_2 for the hearing impaired, and S_3 for other handicaps will provide national forums to present discussion of major substantive issues, new developments, and the availability of services provided through the auspices of the Specialized Offices and the ALRC/NCEMMH Network.

Expected Outcomes

4.a Presentations will be made at six national meetings of service organizations or professional associations.

4.b Presentation of a national symposium will be cooperatively made with three of the four national Specialized Offices.

Objective 4.1

To cooperatively plan with representatives of the ALRCs and the Specialized Offices in the development of presentations for national meetings.

One of the major services to be provided by the ALRC/NCEMMH Network is the identification and description of exemplary instructional media and materials for handicapped learners.

National meetings and conventions will provide an opportunity to demonstrate exemplary services to large audiences of professional educators.

Activities and Timeline		Start Date	Completion Date
4.1.1	The ALRCs and Specialized Offices will be surveyed in order to identify possible exemplary products and services.	11/74	1/75
4.1.2	A network planning committee will be established to review and recommend products and services to be demonstrated.	12/74	2/75
4.1.3	Materials and procedures will be developed to conduct the planned demonstrations and presentations.	1/75	2/75
4.1.4	Six national meetings and/or conventions will be selected for the demonstrations and presentations.	2/75	6/75

FY 75 BUDGET

Information Services

Objective 1.1

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0-

C. Travel

Staff Travel (1) 6 trips @ $150/trip	$ 900
Per Diem @ $30/day	450
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-
	$ 1,350

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)

Office Supplies	$	-0-
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		1,200
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	1,200
F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	2,550
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	2,550

BUDGET NOTES FOR OBJECTIVE 4.1

(1) C. Travel

Staff
6 staff trips to meetings and conventions at $150.00

(2) E. Materials and Services

Rental of space at 6 meetings or conventions at average of $200 per meeting

Objective 4.2

To cooperatively plan with Specialized Offices S_1, S_2, S_3, in the presentation of a national symposium on major substantive issues and Specialized Office projects and services.

A national symposium conducted in cooperation with each of the Specialized Offices S_1, S_2, and S_3, will present an opportunity to inform national audiences of the role to be played by the Specialized Offices in the ALRC/NCEMMH Network. In addition, the national symposium presents a forum for discussing needs, priorities, and major substantive issues in the handicapping areas served by each of the Specialized Offices.

For example, the Regional Resource Center for the Deaf at the University of Nebraska has conducted ten (10) annual symposia on Research and the Utilization of Media in Teaching the Deaf. These symposia have served to keep educators informed and to disseminate new developments and practices.

The somposia proposed in cooperation with the new Specialized Offices will serve to continue this tradition and expand the concept to the other handicapping areas.

Activities and Timeline		Start Date	Completion Date
4.2.1	Cooperate with each of the Specialized Offices, S_1, S_2, and S_3 in analyzing program priorities for the symposia agendas.	10/74	1/75
4.2.2	Plan, organize, and develop necessary resources to conduct the	2/75	3/75

		Start Date	Completion Date
	symposia in cooperation with Specialized Offices S_1, S_2, and S_3.		
4.2.3	Conduct the somposia in cooperation with Specialized Offices S_1, S_2, and S_3.	3/75	5/75

Evaluation

The presentations and symposia will be evaluated in terms of cost effectiveness for the information provided relative to the size of audience reached at each event. The quality of these presentations will also be independently assessed by the external evaluation and/or obtained from participants.

FY 75 BUDGET

Information Services

Objective 4.2

A. Personnel

Information System Coordinator @ $20,000/yr.	-0-
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	-0-
Hospitalization @ $25/mo. for Secretaries	-0

C. Travel

Staff Travel	$	-0-
Per Diem @ $30/day		-0-
Consultant Travel		-0-
Per Diem @ $30/day		-0-
Advisory Committee Travel		-0-
Per Diem @ $30/day		-0-
Symposium Participant Travel (1) 89 trips @ $150/trip		13,350
Per Diem @ $30/day		8,010
	$	21,360

D. Equipment (Purchase or Rental)

Computer Terminal	$	-0-
Magnetic Tape Reader/Tapes (MIST)		-0-
Microfiche Reader		-0-
TV Projector Rental		300
	$	300

E. Materials and Services (2)		
Office Supplies	$	600
Long Distance Telephone		750
Postage		100
Printing and Reproduction		2,400
Facilities Rental		1,200
Kelly Services		-0-
Library Services		-0-
Computer Costs		-0-
	$	5,050
F. Consultant Fees	$	15,090
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	41,800
J. Indirect Charges @ 64% Personnel		-0-
K. Total Funds Requested	$	41,800

BUDGET NOTES FOR OBJECTIVE 4.2

(1) C. Travel

Symposium Participant
Presenters at 3 national sumposia. 26 presenters at each of 2 symposia and 25 presenters at 1 symposium = 89 presenter days

(2) E. Materials and Services

Printing and Reproduction
Estimated printing and reproduction costs for publishing sumposia proceedings

Facilities rental
Estimated space rental for 3 symposia

MEDIA AND MATERIALS ARCHIVES PROJECT

MEDIA AND MATERIALS ARCHIVES PROJECT

Goal 5.0 To develop and maintain a Media and Materials Archives of instructional media, materials, and supporting documentation.

Objective 5.1 To establish criteria for selecting and obtaining media and materials.

Objective 5.2 To develop procedures for acquiring, cataloging, and storing materials.

Objective 5.2 To operate and maintain the Media and Materials Archives.

SUMMARY

FY 75 BUDGET

Information Services

Goal 5.0

A. Personnel

Information System Coordinator @ $20,000/yr. .15 FTE	$ 3,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .60 FTE	7,200
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	3,500
	$ 13,700

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 1,426
Hospitalization @ $25/mo. for Secretaries	150
	$ 1,576

C. Travel

Staff	-0-
Consultant	-0-
Advisory Committee	-0-
Symposium Participants	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services

Office Supplies	$ 400
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	6,000
Computer Costs	-0-
	$ 6,400

F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 21,676
J.	Indirect Charges @ 64% of Personnel	$ 8,768
K.	Total Funds Requested	$ 30,444

The priority items to be housed within the Media and Materials Archives will include original copies or prints of federally funded projects, exemplary products, and products produced through foundations or privately. It is not planned to purchase commercially developed documents, although donated copies will be accepted.

The archives will house complete sets of materials and supporting documents, which might otherwise be lost or unavailable, for possible circulation or distribution. The original copies or prints of media and materials, produced with federal funds or by private individuals, frequently are difficult to locate and retrieve or are lost.

The archives will also insure that media, materials, and supporting documents are maintained in complete sets for possible distribution or demonstration. It is extremely important that documentation related to copyrights, releases, and various types of clearance remain intact.

The archives will also provide a source of materials and information for demonstration by network staff, for reference, and for scholarly research.

Expected Outcomes

5.a Procedures will be developed for identifying, collecting, organizing, and housing media and materials.

5.b The collection will be stored and maintained.

5.c The collection will be accessible for potential copy, for demonstration, and for scholarly research.

Objective 5.1

To establish criteria for selecting and obtaining media and materials.

It is intended to house a small collection of materials which are not readily available through commercial sources or in the inventories of the Special Office for Materials Depository or in state collections. Criteria will be placed upon federally funded materials and materials developed by individuals which might possibly be misplaced, lost, or damaged.

Activity

5.1.1 Establish criteria with committee comprised of network and BEH representatives.

FY 75 BUDGET

Information Services

Objective 5.1

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$	1,000
Technical Assistant @ $17,000/yr.		-0-
Librarian @ $12,000/yr.		-0-
Librarian @ $12,000/yr. .20 FTE		2,400
Editor @ $10,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Media Specialist @ $9,000/yr.		-0-
Graduate Research Associate @ $500/mo.		-0-
Secretary @ $7,000/yr.		-0-
Secretary @ $7,000/yr. .50 FTE		3,500
	$	6,900

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$	718
Hospitalization @ $25/mo. for Secretaries		150
	$	868

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (NIST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E.	**Materials and Services**	
	Office Supplies	-0-
	Long Distance Telephone	-0-
	Postage	-0-
	Printing and Reproduction	-0-
	Facilities Rental	-0-
	Kelly Services	-0-
	Library Services	-0-
	Computer Costs	-0-
F.	Consultant Fees	-0-
G.	Construction	-0-
H.	Other	-0-
I.	Total Direct Charges	$ 7,768
J.	Indirect Charges @ 64% Personnel	$ 4,416
K.	Total Funds Requested	$ 12,184

BUDGET NOTES FOR OBJECTIVE 5.1

No budget notes

Objective 5.2

To develop procedures for acquiring, cataloging, and storing materials.

It is recommended that all federally funded projects submit one copy of each product and supporting documentation for maintenance in the archives. Materials funded by non-profit organizations and those developed by private individuals which are unavailable commercially will also be sought. Commercial producers will be encouraged to contribute copies of materials, as well.

Activities

5.2.1 Prepare acquisition procedures and facilities for housing materials.

5.2.2 Develop policies and guidelines for storing, retrieving, and possible demonstration of materials.

5.2.3 Develop policies and procedures for demonstrating and possibly reproducing materials.

FY 75 BUDGET

Information Services

Objective 5.2

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .20 FTE	2,400
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr. .50 FTE	-0-
	$ 3,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 354
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 354

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services(2)

Office Supplies	$	200
Long Distance Telephone		-0-
Postage		-0-
Printing and Reproduction		-0-
Facilities Rental		-0-
Kelly Services		-0-
Library Services		3,000
Computer Costs		-0-
	$	3,200

F. Consultant Fees		-0-
G. Construction		-0-
H. Other		-0-
I. Total Direct Charges	$	6,954
J. Indirect Charges @ 64% Personnel	$	2,176
K. Total Funds Requested	$	9,130

BUDGET NOTES FOR OBJECTIVE 5.2

(1) E. Materials and Services

Library Services
Cataloging, indexing, and retrieval facilities,
20 files at $150.00

Objective 5.3

To operate and maintain the media and materials archives.

Activities

5.3.1 Acquire media and materials based upon acquisitions criteria.

5.3.2 Develop and maintain adequate, climatically controlled storage facilities.

5.3.3 Maintain collection according to established criteria.

Evaluation

The acquisition policies and procedures, the storage and retrieval functions, and the demonstration and reproduction activities will be periodically evaluated.

FY 75 BUDGET

Information Services

Objective 5.3

A. Personnel

Information System Coordinator @ $20,000/yr. .05 FTE	$ 1,000
Technical Assistant @ $17,000/yr.	-0-
Librarian @ $12,000/yr.	-0-
Librarian @ $12,000/yr. .20 FTE	2,400
Editor @ $10,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Media Specialist @ $9,000/yr.	-0-
Graduate Research Associate @ $500/mo.	-0-
Secretary @ $7,000/yr.	-0-
Secretary @ $7,000/yr.	-0-
	$ 3,400

B. Fringe Benefits

10.4% of Personnel Except Graduate Res. Assoc.	$ 354
Hospitalization @ $25/mo. for Secretaries	-0-
	$ 354

C. Travel

Staff Travel	-0-
Per Diem @ $30/day	-0-
Consultant Travel	-0-
Per Diem @ $30/day	-0-
Advisory Committee Travel	-0-
Per Diem @ $30/day	-0-
Symposium Participant Travel	-0-
Per Diem @ $30/day	-0-

D. Equipment (Purchase or Rental)

Computer Terminal	-0-
Magnetic Tape Reader/Tapes (MTST)	-0-
Microfiche Reader	-0-
TV Projector Rental	-0-

E. Materials and Services (2)

Office Supplies	$ 200
Long Distance Telephone	-0-
Postage	-0-
Printing and Reproduction	-0-
Facilities Rental	-0-
Kelly Services	-0-
Library Services	3,000
Computer Costs	-0-
	$ 3,200
F. Consultant Fees	-0-
G. Construction	-0-
H. Other	-0-
I. Total Direct Charges	$ 6,954
J. Indirect Charges @ 64% Personnel	$ 2,176
K. Total Funds Requested	$ 9,130

BUDGET NOTES FOR OBJECTIVE 5.3

(1) E. Materials and Services

Library Services
Reproduction and copying cost for archival materials
150 sets x 20.00

APPENDICES

APPENDIX A

APPENDIX A

EXHIBITS FOR ALRC/NCEMMH NETWORK INTERIM RETRIEVAL SYSTEM

pp. A-2-4 . . . . . policies, and personnel responsibilities
p. A-5 . . . . . . University of Kentucky retrieval request form
p. A-6 . . . . . . Sample of University of Texas retrieval request form
p. A-7-10. . . . . Examples from descriptor Thesaurus
p. A-11 . . . . . Example of University of Kentucky data base content
P. A-12 . . . . . Example of University of Texas data base content

ALRC/NCEMMH INTERIM INFORMATION RETRIEVAL SYSTEM

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SUMMARY

The computerized information system described here will provide batch search and retrieval of information on media and materials for educationally handicapped children for the ALRC/NCEMMH Network. The services will be provided on an interim basis for one year (using extant data bases, descriptor thesauruses and catalogs of materials abstracts) pending the development and implementation of an information system by NCEMMH.

POLICY

1. Priority to be placed on processing requests submitted in specified inquiry format. (Those received in the morning mail to be sent out in the evening mail.)

2. Priority to be placed on improving the proficiency with which the users access the system in order to achieve (a) high volume of rapid service with (b) a high proportion of satisfactory responses on the first search, (c) at reasonable cost.

3. Direct access of the information system will be limited to key personnel of the 13 ALRCs in an attempt to achieve an optimal balance between user proficiency and quality of interface with the local teacher. Local teachers will query the appropriate local, metropolitan or state learning resource center which will relay the request to the regional ALRC for processing.

4. A limit will be set on the maximum number of lines of annotated bibliography information (abstracts) that will be printed for any one request. Book catalogs of abstracts, distributed to the 13 ALRCs, will provide descriptions of the materials in the respective data bases. Book catalogs will be used in the event that (a) the abstracts on the computer output do not suggest appropriate materials, or (b) the data base did not have abstracts in machine readable form.

EXHIBITS

Information Request Forms (Kentucky and Texas Systems)

Samples of Descriptor Terms (for Skill, Level, Format, and "Other") (Kentucky System)

Sample of Synonym Terms for Descriptors (Kentucky System)

Computer Output of Search Program (Kentucky and Texas Systems)

Sample of Annotated Bibliography Information
(Kentucky and Texas Systems)

Sample of Bibliographic Data in Card Catalog
(Kentucky System)

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OPERATION SEQUENCE

PROCEDURES	
	INITIALLY
SYSTEM MANAGER	Disseminate announcement and description of interim information system to ALRC Directors. Disseminate training manuals and book catalogs of abstracts for the selected data bases to ALRC Directors or designated staff.
INFORMATION SPECIALIST	Process initial requests which are part of the training procedures for the interim system. Provide consultation by phone as needed for training and orientation.
	ONGOING
ALRC MEDIA AND MATERIALS SPECIALISTS	Receive requests for materials consultation from ALRC clients in their region. Select appropriate descriptor terms for computer search, complete the Information Request Form, and forward to the Kentucky system for processing.
INFORMATION SPECIALIST	Review requests for completeness and appropriateness of format. Review computer output to identify "problem" requests, identify and verify solution, and consult with ALRC personnel who forwarded the request. Maintain log of "problems and solutions". Participate in writing periodic communiques to ALRC users which describe high frequency problems and ways to avoid them.
INFORMATION CLERK	Punch and proof descriptor terms and identification data on request forms. Run data on Computer Center's "hot reader" to edit card input. Submit data for computer processing and return unresolved errors from the edit run to Information Specialist.

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	Pick up data from Computer Center (approximately 2 to 3 hours after submitting it) and forward to Information Specialist.
	Burst computer output, collate with request forms, and mail to ALRCs.
ALRC MEDIA AND MATERIALS SPECIALIST	Review computer output which lists materials which match the search terms submitted.
	Look up abstracts of suggested materials in book catalogs when not provided on the computer output. (Abstracts may not be available in machine readable form for all the selected data bases. Secondly, the computer print-line charges of 1/2 cent per line is a budget constraint. See Policy Section.)
DATA ANALYST	Add information to the data base when forwarded by the ALRC Special Offices (in machine readable form).
	Correct serious errors in extant data bases as they become known.
	Maintain computer software.
	Provide statistics on data base characteristics, usage, costs, turn-around time, etc.
SYSTEM MANAGER	Coordinate implementation and operation of system.
	Monitor budget, per unit costs and allocation of computer dollars to print-line charges.
	Participate with Project Director in consulting with NCEMMH on information systems usage and development.

QUARTERLY

SYSTEM MANAGER	Write quarterly reports summarizing volume and characteristics of requests, and per unit costs.

INFORMATION REQUEST FORM FOR KENTUCKY DATA BASE

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ALRC: ____________ Date Sent: ____________

(Only Record Descriptor Terms From Kentucky Thesauras on this Form)

Client # (or Last Name First)	SKILL	LEVEL	FORMAT	"OTHER"	Maximum # Responses Wanted

Send Requests To: IMI Retrieval, Room 124 Porter Bldg, University of Kentucky, Lexington, KY 40506
or Telecopy To 606/258-4921

ALRC/NCEMMH Interim Materials Information System

Information Request Form for Texas Data Base

IDENTIFYING INFORMATION				RETRIEVAL INFORMATION			
(1) Name or Code	(2) C.A.	(3) M.A.	(4) IQ	(5) Educational Level of Material	(6) General Content Area and/or Cognitive-Perceptual Area	(7) Specific Concepts and/or Skills	(8) Format

Please enter information for each individual request on a seperate line.

J. B.	11.2	7.10	70	GRADE 2	READING	WORD ATTACK	TEACHER RESOURCE OR PROGRAMED

Use this section to list disability area or any other information that may assist in the retrieval of appropriate material.

Examples to be used in the completion of the form and Thesaurus section numbers where complete listings of terms may be found:

5 Educational Levels:
- Early Childhood Birth-47 months
- Grade 1
- Grade 1-1 (First Half)
- Grade 1-2 (Second Half
- See Section 5

6 General Content Areas:
- Reading
- Spelling
- Mathematics
- Speech Therapy
- See Section 6

6 Cognitive-Perceptual Area:
- Auditory Discrimination
- Visual Perception
- Tactual
- See Section 6

7 Concepts and/or Skills:
- Word-Attack
- Addition
- Follow Directions
- Consonants
- See Section 7

8 Format:
- Textbooks
- Records
- Programmed
- Worktexts
- See Section 8

SKILLS

01 Addition

Materials which teach the concept of addition.

02 Alphabetizing

Sequential alphabetical arrangement of information.

03 Articulation

Production of speech sounds.

04 Attention Span

Materials designed to increase the period of concentration on a particular task.

05 Attitudes

Materials which attempt to impart a social more.
Includes moral values.

06 Auditory Perception

Awareness of the elements of the environment thru auditory sensation.
Includes auditory acuity, auditory attention span, auditory closure, auditory discrimination, auditory figure-ground discrimination, auditory motor integration, auditory sequencing.

07 Auditory Training

Instruction and practice in the development and

use of hearing skills and auditory discrimination to enable an acoustically handicapped person to make maximum use of his residual hearing.

08 Auditory Visual Integration

Materials designed to increase the ability to associate, organize, and sequence meaningful units of auditory and visual input.

09 Biology

Study of life and life processes including both plant and animal life.
Includes anatomy, insects.

LEVEL DESCRIPTORS

EARLY CHILDHOOD

Age Range 2 to 5.

GRADE 1

GRADE 2

GRADE 3

GRADE 4

GRADE 5

GRADE 6

GRADE 7

GRADE 8

GRADE 9

GRADE 10

GRADE 11

GRADE 12

INTERMEDIATE GRADE (4, 5, 6)

JUNIOR HIGH GRADES (7, 8, 9)

KINDERGARTEN (year before grade one)

MULTILEVEL (spanning several levels of difficulty)

NONGRADED (used equally well at each grade level K-12)

PREREADINESS (sensory, cognitive, and affective abilities become developed)

PRIMARY (1, 2, 3)

READINESS (sen., cog., & aff., abilities devel. & he is perceiving purpose and significance of what is being taught)

SENIOR HIGH GRADES (10, 11, 12)

FORMAT DESCRIPTORS

ACTIVITY CARDS	Exercises presented in card format.
AUDIO FLASHCARDS	Cards with affixed magnetic tape which includes space for print, Braille or pictures.
AUDIO TAPES	Cassettes and Reel to Reel Tapes
BOOK	Bound, printed volumes including activity books, readers, texts, dictionaries, some supplemental reading material, etc.
CAPTIONED FILMS	8mm or 16mm films subtitled with written dialogue, description, or explanation.
CAPTIONED FILMSTRIPS	35mm filmstrips subtitled with written dialogue, description, or explanation.
CHARTS	Systematic arrangement of facts in graphic or pictorial form. Includes signs, story cards, study prints, pictures, photographs.
DUPLICATING MASTERS	Preprinted master copies of materials prepared for use on a duplicating machine.
FILM CARTRIDGES	Film loops with or without sound encased in a plastic holder.
FILMS	With or without sound, reel to reel or cartridge.
FILMSLIPS	Mounted filmstrips.
FILMSTRIPS	Segments of 35mm film containing photographs, diagrams, or other graphic matter prepared for still projection.
FLASH CARDS	Drill materials in card format.
GAMES	Materials with specific rules of play, involving intellectual or physical activity.
KITS	Sets of materials packaged together which usually contain more than one format. Includes all instructional kits.

SYNONYMS

SKILL DESCRIPTION

ABSTRACT REASONING - Use THINKING

ALGEBRA - Use MATHEMATICS

AMERICAN HISTORY - Use HISTORY

ANATOMY - Use BIOLOGY

ANTONYMS - Use GRAMMAR

APPLICATION FORMS - Use CAREER EDUCATION

ART - Use more specific term

AUDITORY ACUITY - Use AUDITORY PERCEPTION

AUDITORY ATTENTION SPAN - Use AUDITORY PERCEPTION

AUDITORY CLOSURE - Use AUDITORY PERCEPTION

AUDITORY DISCRIMINATION - Use AUDITORY PERCEPTION

AUDITORY FIGURE GROUND DISCRIMINATION - Use AUDITORY PERCEPTION

AUDITORY MEMORY - Use MEMORY

AUDITORY MOTOR INTEGRATION - Use AUDITORY PERCEPTION

AUDITORY SEQUENCING - Use AUDITORY PERCEPTION

BALANCE - Use MOTOR SKILLS

BLACK HISTORY - Use HISTORY

CALCULUS - Use MATHEMATICS

CAPITALIZATION - Use GRAMMAR

CITIZENSHIP - Use SOCIAL SKILLS

CLASSIFICATION - Use READING READINESS

COMMUNITY RESOURCES - Use CAREER EDUCATION

CONTEXT CLUES - Use READING

COVERGENT THINKING - Use THINKING

CURSIVE WRITING - Use HANDWRITING

DENTAL HEALTH - Use HEALTH

DICTIONARY SKILLS - Use ENGLISH

65-0117-01-01 Getting Together N.P.A.
NAA Problems You Face Scholastic
Book Series
1971

Short stories, skits, essays about the problems of adolescents - boy-girl relationships, family loneliness. Authentic photographs and dialogues.

Skill: Self concept, social skills

Level: Junior-senior high

Format: Book

Other: High interest-low vocabulary

65-0118-01-01 Modern Consumer $274.50
Rodman, A. Education Grolier
1970

A multi-media self-instructional kit of six modules designed to teach consumer education. Can be used as a basic course or as supplement to social studies, home economics. Cassette tapes, filmstrips and booklets.

Skill: Consumer education, career education, social skills, social studies

Level: Junior-senior high. Adult education

Format: Kit, audio-tapes, filmstrips, book

65-0118-02-01 Modern Consumer Education $249.50
Rodman, A. Student Record Books Grolier
1970

180 student record books (30 for each of six modules) accompanying the multi-media self-instructional kit designed to teach consumer education.

Skill: Consumer education, career education, social skills, social studies.

Level: Junior-senior high. Adult education

Format: Book

INSTRUCTIONAL MATERIALS-ANNOTATION

1. Microfilm Number
7381

2. UT-SEIMC Number
NA

3. Publication Date
1972

4. Title
Vowel Sounds Learning Module

5. Author(s)/Source
Heinrich, June Sark et al.

6. Publisher
SVE

7. INDEXING TERMS

- Supplementary
- Reading
- Phonetic Analysis
- Phonics
- Long Vowels
- Short Vowels
- Initial Consonants
- Medial Vowels
- Kindergarten
- Grade 1
- Grade 2
- Readiness
- Prereadiness
- Filmstrips
- Cassettes
- Pictures
- Cards
- Games
- Workbooks
- Manuals
- Kits
- Multisensory

8. DESCRIPTION

The SVE Vowel Sounds Learning Modules a comprehensive package of multimedia instructional materials for the preprimary and primary child. It is designed to aid the teacher in making the teaching of vowel letter-sound correspondences as effective as possible. The components of this module may be purchased separately and include 12 sound-color filmstrips, 20 picture posters, 20 cassette/response card lessons, 110 mini-prints, 2 floor games, 394 letter cards, 30 student evaluation books, and 1 teacher's manual. The specific purpose of this module is to help children learn to perceive and discriminate among the "short" and the "long" vowel sounds - both in initial position in words and in medial position in one-syllable words. Another important goal is to help children learn to associate these sounds with the letters that commonly represent them.

Price: $ 277.50

07381

SPECIAL EDUCATION INSTRUCTIONAL MATERIALS CENTER/The University of Texas at Austin
Funded by the USOE, BEH, under Public Law 88-164.

APPENDIX B

THE OHIO STATE UNIVERSITY
RESEARCH FOUNDATION

OFFICE OF
THE EXECUTIVE DIRECTOR

1314 KINNEAR ROAD
COLUMBUS, OHIO 43212

June 22, 1974

Request for Proposal No. 74-10

Ohio State University Research Foundation for the

National Center on Educational Media and Materials
for the Handicapped (NCEMMH)

Evaluation of Information Retrieval Systems

You are invited to submit a proposal in accordance with the requirements of this Request for Proposal.

Fifteen (15) copies of your proposal must be received by the Research Foundation no later than July 15, 1974 at 3:00 PM local time at the following address:

Purchasing Department
The Ohio State University
Research Foundation
Attn: RFP 74-10
1314 Kinnear Road
Columbus, Ohio 43212

Your proposal must be prepared in accordance with the aims and requirements of this RFP which are described in the following sections:

	Section	Page
I.	General Instructions	3
II.	General Background	4
III.	Work Statement (Attachment 10-C)	5
IV.	Instructions to Offerors	17
V.	Representations and Certifications and Optional Form 60	24
VI.	Subcontract--signature needed	37

Attention is directed to the "Certification of Nonsegregated Facilities" of this solicitation. You are cautioned that failure to agree to the certification shall render your proposal nonresponsive to solicitations involving awards of contracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause.

Your attention is also directed to the requirement that Contractors avoid the appearance of a "Conflict of Interest" on page 6 of Section III, Item B.

The RFP does not commit the Research Foundation to pay any cost for the preparation and submission of a proposal. It is also brought to your attention that the Research Foundation is the only organization that can commit funds for this proposed procurement.

This RFP is intended to be complete but if questions arise, please direct them to Mr. Ray Warwick at (614) 422-6871. All questions must be presented to the Research Foundation prior to July 5, 1974.

BY: ______________________

Professor Jack Frymier
Acting Director
National Center on Educational Media
and Materials for the Handicapped
(NCEMMH)

BY: Raymond Warwick

Raymond Warwick
Purchasing Agent
The Ohio State University
Research Foundation

Request for Proposals No. 74-10

I. GENERAL INSTRUCTIONS

A. SCOPE

1. General Background incorporated as Section II.
2. Work Statement for RFP 74-10 dated June, 1974 is incorporated herein (Attachment 10-C) as Section III.

B. PERIOD OF PERFORMANCE

Offerors are requested to furnish their own estimates of the time required to achieve the objectives of the proposed research project and a milestone schedule for completion of the work. The milestone schedules should be shown from the date of authorization to proceed.

C. REPORTING REQUIREMENTS

The Contractor shall prepare and submit monthly reports and a final report to the Project Director with one additional copy to the Research Foundation as set forth in Article I of the attached proposed subcontract.

D. GENERAL PROVISIONS

General Provisions HEW-315 (Rev. 12/72) for Cost Reimbursement and Cost Sharing Contracts with educational institutions, HEW-315A (Rev. 12/72) for Cost Reimbursement and Cost Sharing Contracts with non-profit institutions, or General Provisions HEW-316 (Rev. 3/72) for Cost-Plus-Fixed-Fee Contracts will apply.

E. ATTACHED PROPOSED SUBCONTRACT

Insert the organization name, add the date, and complete Articles I, III, VII, and XIV. If acceptable, return five original signed copies with the proposal.

II. GENERAL BACKGROUND

During the past decade, the Bureau of Education for the Handicapped has sponsored and funded a series of wide-ranging materials development projects. These various projects have produced hundreds of items of media and material for use in instructing handicapped learners. During that same period of time, a number of Special Education Instructional Materials Centers (SEIMC) and Resource Materials Centers (RMC) for the Deaf were made operational, too. In September, 1974, these SEIMC and RMC Centers will cease to exist, and a new network of Area Learning Resource Centers (ALRC) and four Specialized Offices (S1, S2, S3, S4) will come into being to serve the instructional needs of professionals and parents who work with blind, deaf, mentally retarded, orthopedically handicapped, emotionally disturbed, and other handicapped persons. Specifically, the soon-to-be-formed ALRCs and Specialized Offices, together with the National Center on Educational Media and Materials for the Handicapped, will comprise a "network' of agencies which will work directly with more than 400 associated learning resource centers and the 50 state departments of education to make media and materials of instruction quickly and economically available to those persons who work directly with handicapped students every day. For such a network to function effectively and efficiently, a National Instructional Materials Information System (NIMIS) is being developed by the National Center on Educational Media and Materials for the Handicapped (NCEMMH). The basic purpose of this system will be to provide information about media and materials quickly and efficiently to persons all over the United States who need such information. Because various agencies and individuals have developed information systems which were designed to serve those who work with handicapped learners within given regions or states, those systems need to be objectively assessed for their potential for a national system. Further, other information systems have been created for entirely different purposes which might have direct application or could be modified for use in a National Instructional Materials Information System designed to serve those who work with handicapped learners. The purpose of this Request for Proposal, therefore, is to invite individuals, institutions, and agencies that have experiences and competence in the area of information systems and information sciences to identify, describe, and evaluate twelve information systems for their potential usefulness to the National Center on Educational Media and Materials for the Handicapped as it seeks to conceptualize and then create a National Instructional Materials Information System. If one system is judged suitable for adoption for NIMIS, that may be done. If the systems are judged as not suitable, efforts to develop a new system may be initiated. However, appropriate decisions in this area depend upon the availability of valid data and impartial evaluations. For these reasons, NCEMMH is issuing this RFP to invite potential contractors to respond with their proposals to evaluate existing information systems which are now or might be directly applicable to media and materials for handicapped learners.

III. WORK STATEMENT

Of primary concern is the identification of information retrieval systems which provide a way for a national audience serving the handicapped to access special education materials. This interest relates to (1) educational software and (2) hardware. Of particular interest would be the nature and use of descriptors/phrases for retrieval. It is recognized that information retrieval must be examined in relation to a system as a whole; hence the capability of input/output/delivery is to be included in the information to be provided

A. THE CONTRACTOR SHALL:

1. Identify and describe twelve computer-assisted information systems that:
    a. Perform some or all of the functions specified in Attachment A.
    b. Already exist and presently have application to, or have potential application for, use by a national organization serving professionals and parents who need information on media and materials for instruction of handicapped learners.
2. Use Attachment A as an outline to describe each of the twelve information systems. Footnote and/or reference each source of information. The report of the Contractor shall include a completed copy of this outline for each information agency/system (i.e., twelve agency/systems will result in twelve completed outlines).
3. Expand the outline in Attachment A only if deemed appropriate and necessary to this study by the Contractor, and justify the expansion.
4. Evaluate the following seven systems, plus five others of his own choosing:
    a. Council for Exceptional Children Information Center.
    b. Ohio State University Mechanized Information Center and Library Circulation System.
    c. Mentor, Ohio School District's OHIO'S HELPS.
    d. University of Kentucky Special Education Information Materials Center
    e. System Development Corporation's ORBIT.

f. Lockheed Information System's DIALOG.

g. U. S. Department of Health, Education, and Welfare, Office of Public Affairs System.

5. Evaluate each system as a whole and its key functions using:

a. Criteria in Attachment B. Give reasons along with statements.

b. Outlines in Attachment C and Attachment D.

6. Make a recommendation concerning:

a. The best total system, and why.

b. The next two best told systems, and why. Also, briefly differentiate each from the best total system.

B. CONFLICT OF INTEREST:

1. Since this project calls for a recommendation, the Contractor shall not include information systems in this study that the contractor has been involved in developing or running, nor propose development of a new system

C. PROPOSAL EVALUATION

1. Each proposal shall be considered firm until at least August 15, 1974, unless a contrary statement is made. Proposals will be evaluated utilizing the following weighting:

A - Technical Approach	40%
B - Bidder Organization and Personnel	30%
C - General Quality, Responsiveness and Cost	30%

D. SCOPE OF EFFORT

1. While the period and extent of effort should be proposed by the bidder as the bidder deems appropriate, the Final Report shall be required before November 30, 1974.

E PRELIMINARY ORAL REPORT

1. A preliminary oral report at [illegible], Columbus, shall be required on October 15, 1974.

ATTACHMENT A

Use the following outline for each information system. If some of the sections are not applicable to a particular system, state, N.A. (not applicable).

I. USER GROUPS

Use the following matrix to identify user groups·

User Groups	Approx. No. of Individuals Served by Direct Contact	Approx. No. of Individuals Served by Indirect Contact
Individuals (e.g., Educational Administrators Supervisors Teachers Parents Etc.)		
Organized Bodies (e.g. Federal Agencies Regional Agencies (including Federal and State) State Agencies Local Agencies Professional Associations Etc.)		

II. INPUT (excluding acquiring and selecting functions)

A. Kinds of Input

(e.g., Instructional Materials
Abstracts
Indexes
Media
Research Reports)

B. Form of Input

(e.g., Cards
Hardcopy
Microform
Tapes
Etc.)

C. Processing

1. Identify and describe each agency/system for:

   a. Capability of generating externally derived access keys to the data base which uniquely define each document description and abstract.

   b. Capability of input and output in batch and/or interactive mode.

   c. Capability of producing or operating on the access key file, inverted, or clustered file structures.

   d. Capability of operating in terms of Boolean logic.

   e. Capability of processing the uniquely identified data element fields in a concatenated manner.

2. Describe computer generation of the following:

   a. Item bibiliographic or mediagraphic data

   b. Item abstracts

   c. Item access schemes

      - Alpha/Numeric Schemes
      - Descriptor/Term Schemes
      - Author Schemes
      - Title Schemes
      - Other (specify)

D. Size of material base and files.

III. OUTPUT

A. Services

1. Referral Service

2. Reference Service

3. Retrospective Search Service

   a. It is desirable to be able to do searches that look at all information within publication dates or process and date ranges. For example, it may be desirable to retrieve documents which meet certain criteria, but were published between given dates.

4. Current Awareness Services

   a. Selective Dissemination of Information (SDI) - It is desirable to provide for mechanisms that can contribute to selective dissemination. For example, there may be user profiles of descriptors, or a profile could be in the form of a search question. This profile or question could be periodically processed against the appropriate files and all documents which have been entered since the last time it was processed would be noted and the user could be provided with a list of the new kinds of documents or materials that fit his interest profile.

5. Training in use of Information System

6. Other Services (specify)

B. Mode of System Response to User Requests

1. Correspondence

2. Telephone

3. Teletype

4. On-Line interactive computer system (responsiveness vs. throughput)

5. Personal contact

6. Switching and routing

   a. The purpose of this service would be to reroute information requests to appropriate sources if they become misdirected. This may have both manual and automatic aspects. Manual aspects may be well defined criteria as to what centers answer specific kinds of questions. Automated aspects may allow a variety of centers to answer different questions, but the responses will appear to come from a single course.

C. Products

1. Use Table 1 to identify products produced by the system and the user of these products. Place an "X" in appropriate boxes.

TABLE 1

PRODUCTS	INDIVIDUAL USERS	AGENCY/GROUP USERS
1. Non-recurring visual display (CRT) of an on-line information retrieval.		
2. Printed display of responses a. Abstracts b. Mediagraphic Descriptions		
3. Book Catalogs or selected part		
4. Indexes, author. title, publisher source-subject including that for SDI purposes. KWIC KWOC		
5. Catalog Cards		
6. Recurring selected bibliographic printout including SDI printout		
7. Magnetic tapes: with capability of a. computer output microfilm (COM) b. transportable software capability for searching information on tapes.		
8. Output on tape for keypunch cards for computer typesetting or COM.		
9. Statistical report package: a. data usage data, b. systems evaluation data, c. user data.		
10. Circulating request referral notices.		
11. Public relations/user inter-face materials a. [illegible] b. Catalogs/listings of available materials. c. Mailing labels. d. Newsletter		
12. Other (specify)		

IV. TOTAL SYSTEM COST

A. Hardware

1. Installation

2. Maintenance

B. File

1. Leading

2. Updating

C. Utilization

1. Search

2. Retrieval

3. Product

D. Other (specify)

V. DISSEMINATION/DELIVERY

A Use Table 2 to identify products and dissemination/delivery methods. For materials, insert number of copies issued if information is obtainable; otherwise, insert an "X" if method is used.

VI. COMMUNICATIONS

A. It should be possible at minimum cost to place terminals in many locations around the country. Thus, if a system is operational on some form of existing network having machine communication links, please describe.

ATTACHMENT B

1. Extent to which system accomplishes the functions outlined in Attachment A without modification.

2. Cost effectiveness with which the system accomplishes the functions outlined in Attachment A without modification. If cost data is available for the system, please attach (e.g., cost per item, per abstract, per response, etc.).

3. Ability of organization which has propriety rights to suggest, make modification, and develop interface between a desirable part of its system and other components of other systems.

4. Expandibility of system to meet increased volume demands (i.e., quantity of user reports and number of user locations and number of items included within the system).

5. Transportability of system.

6. Training required to use system.

7. Existence of hardware/software documentation.

8. Flexibility - ability to meet new requirements without being modified.

9. Ability of vendor to assume responsibility for maintaining the computer hardware and software system.

10. Ease of use and incentive for using the system.

ATTACHMENT C

AGENCY/SYSTEM NAME	FUNCTION	MANUAL COMPUTER BATCH	COMPUTER INTERACTIVE	EQUIPMENT USED (IDENTIFY)
	I. INPUT Processing (list primary processing activities and identify as manual computer batch, computer on-line, computer interactive or a combination of these processing methods. Be sure to include indexing). II. OUTPUT A. Services 1. Referral Service 2 Reference Service 3. Retrospective Search Service 4. Current Awareness Service a. SDI 5. Training in Use of Information System 6. Other Services (specify) B. Mode of Response to User Request 1. Correspondence 2 Telephone 3. Teletype 4. On-line Interaction Computer System 5. Personal Contact 6. Switching & Routing C. Products (See Table 2)			

ATTACHMENT D

FUNCTION	STRENGTH	WEAKNESSES
I. INPUT		
A. Processing (list primary processing activities and identify as manual computer batch, computer on-line, computer interactive; or a combination of these processing methods. Be sure to include indexing).		
II. OUTPUT		
A Services		
1. Referral Service		
2. Reference Service		
3. Retrospective Search Service		
4. Current Awareness Service		
5. Training in use of Information System		
6. Other Services (specify)		
B. Mode of Response to User Request		
1. Correspondence		
2. Telephone		
3 Teletype		
4. On-line Interactive Computer System		
5. Personal Contact		
6. Switching & Routing		
C. Products (See Table 2)		

TABLE 2

DISSEMINATION DELIVERY METHODS

FORMATS	BORROWING-LENDING	MAILING LIST COMPLEMENTARY DISTRIBUTION	SALES	DISTRIBUTION AT SEMINARS, MEETINGS	ON-LINE NON-PRINTING TERMINAL (CRT)	ON-LINE PRINTING TERMINAL	COMBINATION OF CRT AND PRINTING TERMINAL
1. [illegible] display [illegible] informa- [illegible]							
2. [illegible] of responses [illegible] to Descriptions							
3. [illegible] of Selected [illegible]							
4. [illegible] author, title, pub- [illegible] (in- [illegible] for SDI purposes).							
5. Catalog Cards							
6. [illegible] selected biblio- [illegible] including [illegible]							
7. Magnetic tapes with capability of: a. Computer Output Microfilm [illegible] b. [illegible] table software capability for searching information or tapes.							

TABLE 2

DISSEMINATION DELIVERY METHODS

[illegible]	BORROWING-LENDING	MAILING LIST COMPLEMENTARY DISTRIBUTION	SALES	DISTRIBUTION AT SEMINARS, MEETINGS	ON-LINE NON-PRINTING TERMINAL (CRT)	ON-LINE PRINTING TERMINAL	COMBINATION OF CRT AND PRINTING TERMINAL
[illegible] for keypunch [illegible] computer typesetting [illegible]							
[illegible] package: a. [illegible] b. [illegible] evaluation data c. [illegible]							
[illegible] request referral [illegible]							
[illegible] user interface [illegible] a. [illegible] b. [illegible] listings of available materials c. [illegible] d. [illegible]							
10. Other (specify)							

IV. INSTRUCTIONS TO OFFERORS

The following instructions establish the acceptable minimum requirements for the format and content of proposals. Attention is directed to the requirements for technical and business proposals to be submitted in accordance with these instructions. Unnecessarily elaborate binding, etc. will adversely affect the evaluation; instead, we seek brevity and clarity in the proposals to fully and concisely define the Offeror's approach to accomplishing the objective.

Part I. GENERAL INSTRUCTIONS

A. Contract Type - The proposal shall be based on either (in order of preference) a cost sharing, cost reimbursement, or cost reimbursement plus fixed-fee type of contract.

B. Organizational Authorization and Number of Copies - The original proposal shall be signed by an official authorized to bind your organization. Fifteen (15) copies of your proposal shall be submitted to the address specified in the cover letter.

C. Suggested Format of the Proposal - No special application forms are provided. Proposals should be typed on 8x10-1/2 or 8-1/2x11 inch bond paper, preferably single spaced. Pages must be numbered consecutively throughout the proposal. Each copy of a proposal should be bound and/or fastened within a folder. Any unbound materials should show the name of the offeror and the principal investigator, and title of the research proposal. The proposal should be organized as follows:

1 Cover - The cover of the folder must indicate:

a. that the proposal is submitted in response to the RFP number specified in the covering letter;
b. name and address of offeror;
c. name of the proposed project director (principal investigator);
d. identification of copy bearing institutional signatures;
e. estimated total cost.

2 Title Page

a. the title of the research project;
b. the name, title, address, and telephone number of:

- the principal investigator;
- the official authorized to bind the offeror contractually.

3. Table of Contents - Indicate page locations for each of the principal sections of the proposal and additional detail as appropriate.

4. Summary and Workscope - Provide a brief summary (not to exceed one (1) page) which states as explicitly as possible the nature and scope of the proposal as viewed by the Offeror.

5. Research Proposal - Proposals which merely offer to conduct a program in accordance with the requirements of the scope of work will be considered nonresponsive to this request and will not be considered further. The offeror must submit a definitive work plan and define the objective that he proposes to accomplish.

6 Qualifications of Scientific Personnel - Provide biographic sketches and pertinent bibliographies for professional personnel that would be involved in the proposed project.

7 Facilities and Equipment - The offeror shall describe existing facilities and equipment available for conducting the proposed project and justify in terms of research needs any facilities or equipment to be acquired and paid for or rented by the contract.

8. Other Research Support - List active and pending research support (grant or contract) of all major participants, indicating supporting agency, project number, investigator, project title, and level of annual funding.

   a. When the proposal submitted in response to this RFP is closely related to or overlaps with the research workscope and/or funding of any active or pending support from any source, indicate how the multiple sources of support would be interrelated and/or what support would be relinquished. While more than one source of support may be applied toward a research project (and for some projects this may be advantageous) duplication of funding for specific items cannot be supported.

9 Budget - The proposed estimated cost must be presented as set forth in Section IV, Part II.

10. Royalties - Offerors are requested to furnish information in their proposals if any royalties are anticipated to be paid in connection with their performance of work under this contract.

B. Late Proposals and Modifications of Proposals - (This provision [illegible] proposals by offerors [illegible] conduct of negotiations [illegible] proposals.)

1. Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made, and:

   a It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th day of the month must have been mailed by the 15th or earlier);

   b. It was sent by mail (or telegram, if authorized) and it is determined by the Foundation that the late receipt was due solely to mishandling by the Foundation after receipt at the Foundation installation;

   c. It is the only proposal received; or

   d. It offers significant cost or technical advantages to the Foundation and it is received before a determination of the competitive range has been made.

2. Any modification of a proposal is subject to the same conditions as in (1) above and, in addition, if sent by telegram and received at the office designated in the solicitation by telephone from the receiving telegraph office not later than the time set for opening shall be considered if such message is confirmed by the telegraph company by sending a copy of the telegram which formed the basis for the telephone call.

3. The only acceptable evidence to establish:

   a. The date of mailing of a later proposal or modification sent either by registered mail or certified mail is the postmark on the wrapper or on the original receipt from the post office. If neither postmark shows a legible date, the proposal or modification of proposal shall be deemed to have been mailed late.

   b. The time of receipt at the Research Foundation is the time-date stamp on the proposal wrapper or other documentary evidence of receipt.

4. Notwithstanding (1) and (2) above, a late modification of an otherwise successful proposal which makes the terms more favorable to the Foundation may be considered at any time it is received.

E. Alternate Proposals - You may, at your discretion, submit alternative proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the project. Alternative proposals, or deviations from any requirement of this RFP, shall be clearly identified.

F. Confidentiality of Proposals - Although not expected for this RFP, the proposal submitted may contain technical data which the offeror or his subcontractor offeror does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data may be so restricted provided the offeror marks the cover sheet of the proposal with the following legend specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend. Also, such data shall be clearly marked on each such page.

> 'Technical data contained in pages ______ of this proposal, and specifically marked on such page, shall not be used or disclosed, except for evaluation purposes. Provided: That if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal the Foundation and the Government shall have the right to use or disclose it. This restriction does not limit the Foundation's or the Government's rights to use or disclose technical data obtained from another source without restriction.
>
> Neither the Government nor the Foundation assumes any liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable under the Freedom of Information Act (5 U.S.C. 552)."

G. Award of Contract - The Foundation reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that your proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After submission of proposals and closing thereof, no information will be released until after award.

H. Rejection of Proposals - The Foundation reserves the right to reject any or all proposals received. It is understood that your proposal will become part of the official file on this matter without obligation.

I. Unnecessarily Elaborate Proposals - Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive visual and other presentation aids are neither necessary nor wanted.

J. Notice of Offerors of Requirements for Adequate Assurance of Protection of Human Subjects (If Applicable) - Prospective contractors being considered for award will be required to give acceptable assurance that the project described herein will be subject to initial and continuing review by an appropriate institutional committee. This review shall assure that the rights and welfare of the individuals involved are adequately protected, that the risks to an individual are out-weighed by the potential benefits to him or by the importance of the knowledge to be gained, and that informed consent will be obtained by methods that are adequate and appropriate. If applicable, the proposal should contain a statement similar to the following, as appropriate, entered on the right-hand margin of the page bearing the name of the institutional official authorized to sign or execute proposals for the institution:

1. "Human Subjects--Reviewed and approved on ____________."
(Date)

NOTE: This date should be no later than 90 days prior to the submission date, and must not be more than 12 months prior to the proposed starting date.

2. "Human Subjects--Review Pending ____________________."
(Date)

NOTE: This date should be at least one (1) month earlier than the proposed starting date on the project to avoid possible conflict with the award date.

Section IV.

Part II. BUSINESS PROPOSAL INSTRUCTIONS

A. Cost and Pricing Data - The offeror, as a minimum, must submit cost proposals fully supported by cost and pricing data adequate to establish the reasonableness of the proposed amount. The attached Form 60 must be used in the preparation of your proposal and the Offeror must comply with the instructions and footnotes on the form and fill in or check the appropriate boxes.

1. The cost for deliverable items, such as statistical studies, reports, etc., shall be itemized (if appropriate).

2. [illegible] should be itemized (if appropriate).

3. The estimated costs on the attached Form 60 should be broken down into the following categories:

   a. Project Director (Principal Investigator) and Senior Personnel (give name, title, and social security number of each).
   b. Other personnel with details on an attached sheet or in Attachment A of Form 60.
   c. Supplies (items, quantity, and estimated price per unit).
   d. Equipment (items, quantity, estimated price per unit and total) - purchase or lease.
   e. Travel (destination, duration, purpose and cost - per diem and transportation).
   f. Subcontracting (basis, type and detailed breakdown of cost).
   g. Consultants (give name and social security number and maximum rate per day).
   h. Other direct costs (itemize large categories).
   i. Overhead (__ % of item(s) ____ above).
   j. Total estimated cost to the Foundation.
   k. Cost incurred within the United States.
   l. Cost incurred outside the United States (specific breakdown should be provided).

4. The listing of personnel should indicate the percent of time or effort of all positions (regardless of the source of their salary support) as well as the salary and fringe benefits of each person who would be supported by this contract. Justification is required for all principal budget items.

B. Other Administrative Data

1. The proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP. In addition, it shall contain a statement to the effect that it is firm for a period of at least thirty (30) days from the date of receipt thereof by the Foundation.

2. The proposal shall list the names and telephone numbers of persons authorized to conduct negotiations.

3. Normally contractors provide all equipment and facilities necessary for performance of contracts. If additional equipment must be acquired, the offeror shall include the description, estimated cost of each item, and whether the prospective offeror will furnish such items with its own funds.

4. The offeror shall identify Government-owned property in their possession and/or property acquired from Federal funds and title to which vests in the offeror which they propose to use in the performance of the prospective contract.

5. The management and control of any Government property shall be in accordance with HEW Publication (OS) 72-74, entitled "Management of Government-Owned Personal Property Held by HEW Contractors".

6. Indicate the name and address of the cognizant Government Audit Agency, if any.

C. Representation and Certifications - Two copies of the ten page attachment, Part V, must be executed with authorized organizational signatures.

D. Subcontract - As noted under Section I, Paragraph V, the Subcontract agreement should be completed, duplicated, and returned with the proposal.

V. REPRESENTATIONS AND CERTIFICATIONS

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

(The offeror makes the following representations and certifications as part of his proposal (check or complete appropriate boxes or blanks).)

1. SMALL BUSINESS REPRESENTATION

He ( ) is, ( ) is not, a small business concern. If he is a small business concern and is not the manufacturer of the supplies to be furnished hereunder, he also represents that all such supplies ( ) will, ( ) will not, be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico. If a small business concern, contractor represents that he ( ) has, ( ) has not, previously been denied a Small Business Certificate of Competency by the Small Business Administration. (A small business concern for the purpose of Government procurement is a concern, including its affiliates which is independently owned and operated, is not dominant in the field of operation in which it is contracting and can further qualify under the criteria concerning number of employees, average annual receipts or other criteria, as prescribed by the Small Business Administration.) (See Code of Federal Regulations, Title 13, Part 12, as amended, which contains detailed definitions and related procedures.)

NOTE - The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

2. TYPE OF ORGANIZATION

He operates as an ( ) Individual, ( ) State or Local Agency, ( ) Partnership, ( ) Joint Venture, ( ) Nonprofit, ( ) Educational Institution, ( ) Corporation organized and existing under the laws of the State of ______________________.

3. [illegible]

[illegible] the supplies covered [illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

CONTINGENT FEE REPRESENTATION

(Applicable only to proposals in which the aggregate amount involved exceeds $2,500.)

Offeror represents: (a) That he ( ) has, ( ) has not, employed or retained any company or person (other than a full-time bonafide employee working solely for the offeror) to solicit or secure this contract, and (b) that he ( ) has, ( ) has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract; and agrees to furnish information relating to: (a) and (b) above as requested by the contracting officer. *NOTE - For interpretation of representation, including the term "bona fide employee," see Code of Federal Regulations, Title 41, Chapter 1, Subpart 1-1.5.)*

EQUAL OPPORTUNITY CERTIFICATION

a. Have you participated in any contractual agreement which contained the Equal Employment Opportunity Clause prescribed in Executive Orders 10925, 1114, or 11246?
( ) Yes. ( ) No.

b. Were you required pursuant to the rules and regulations of Equal Employment Opportunity (41 CFR-60-1) to file a compliance report as the result of such contractual agreement?

( ) Yes. ( ) No. *(If "Yes," answer question (c).)*

c. Did you file the necessary compliance report in accordance with the instructions contained on the appropriate report form SF-40, SF-41, or EEO-1 (SF-100).
( ) Yes. ( ) No. *(If "Yes," answer question (d).)*

d. When did you last file compliance report ....

e. [illegible] agency report filed ....

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

f. Has any action been required of you to improve your compliance posture?
( ) Yes. ( ) No.

g. Name and address of Government "Compliance Agency," if known:

----

h. What is your current employment? ------------------------

----

i. Have you prepared a written affirmative action compliance program?
( ) Yes. ( ) No. *(If "No," reason for this is:)*

( ) Offeror is an agency or instrumentality of state or local government.
( ) Offeror employs less than 50 persons.
( ) Offeror has not been awarded a Federal contract or subcontract of $50,000 or more since July 1, 1968.

j. Data on subcontractors - *(Use supplementary sheets where required)*

Name of subcontractor and address	(1)	(2)	(3)
------------------------	( ) Yes	( ) Yes	( ) Yes
------------------------	( ) No	( ) No	( ) No
------------------------	( ) Yes	( ) Yes	( ) Yes
------------------------	( ) No	( ) No	( ) No

---

(1) [illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

6. CERTIFICATION OF NONSEGREGATED FACILITIES

By the submission of this offer, the offeror or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The offeror, or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certification for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES

A certification of nonsegregated facilities, as required by the May 9, 1967, order (32 FR 7439, May 19, 1967) on elimination of segregated facilities, by the Secretary of Labor must be submitted prior to the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the equal opportunity clause. [illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE - Failure of an offeror to agree to the certification of nonsegregated facilities shall render his offer nonresponsive to the terms of solicitations involving awards of contracts exceeding $10,000 which are not exempt from the provisions of the equal opportunity clause.

7. BUY AMERICAN CERTIFICATE

(Applies to proposals involving end products as defined by FPR 1-6.101) The offeror hereby certifies that each end product, except the end products listed below, is a domestic source end product (as defined in the clause entitled "Buy American Act"); and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States;

Excluded end products (show country of origin for each excluded end product).

____

____

____

8. DUPLICATION OF COST

The contractor represents and certifies that any charges contemplated and included in his estimate of cost for performance are not duplicative of any charges against any other Government contract, subcontract, or other Government source.

9. PLACE OF PERFORMANCE

[illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

______________________________ (Name of plant)

______________________________ (City and State)

______________________________ (County and congressional district)

10. CERTIFICATE OF CURRENT COST OR PRICING DATA

When a certificate of cost or pricing data is required to be submitted in accordance with Federal procurement regulation (FPR) 1-3.807-3, the contractor agrees to complete, execute, and submit to the contracting officer the following:

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that to the best of my knowledge and belief, cost or pricing data submitted in writing, or specifically identified in writing if actual submission of the data is impracticable (see 1-3.807-3 (h) (2)), to the contracting officer or his representative in support of ______________________ 2. are accurate, complete, and current as of ______________________ 3.
(date)

Firm ______________________________
Name ______________________________
Title ______________________________

______________________ 4.
(Date of Execution)

Describe the proposal, quotation, or other submission involved, giving appropriate identification number (e.g., RFP No. ____). The above certification should be submitted as soon as practicable after agreement is reached on the proposed contract cost or price.

2. For definition of "cost or pricing data", see FPR 1-3.807-3.

3. Describe the proposal, quotation, request for price adjustment, or other submission involved, giving appropriate identifying number (e.g., RFP No. ____).

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

3. This date shall be the date when the price negotiations were concluded and the contract price was agreed to. The responsibility of the contractor is not limited by the personal knowledge of the contractor's negotiator if the contractor had information reasonable available (see 1-3.807-3 (a)) at the time of agreement showing that the negotiated price is not based on accurate, complete, and current data.

4. This date should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed upon.

II. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

a. By submission of this proposal, each offeror certifies and in the case of a joint bid or proposal, each party thereto, certifies as to its own organizations, that in connection with this procurement:

(1) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competition:

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed prior to award, directly or indirectly to any other offeror or to any competitor; and;

(3) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

b. Each person signing this proposal certifies that:

(1) He is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein [illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

(2) he is not the person in the offeror's organization responsible within that organization for the decision as to prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a) (1) through (a) (3) above, and as their agent does hereby so certify; and (ii) he has not participated, and will not participate, in any action contrary to (a) (1) through (a) (3) above.

c. This certification is not applicable to a foreign offeror submitting a proposal for a contract which requires performance or delivery outside the United States, its possessions, and Puerto Rico.

d. A proposal will not be considered for award where (a) (1), (a) (3), or (b) above has been deleted or modified. Where (a) (2) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

2. DISCLOSURE STATEMENT - COST ACCOUNTING PRACTICES AND CERTIFICATION

Any contract in excess of $100,000 resulting from this solicitation, except when the price negotiated is based on: (a) Established catalog or market prices of commercial items sold in substantial quantities to the general public, or (b) prices set by law or regulation, shall [illegible] will result [illegible]

[illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

(i) did not receive net awards of negotiated defense prime contracts during the period July 1, 1970, through June 30, 1971, totaling more than $30 million (see 2, below), (ii) the offeror has already submitted a disclosure statement disclosing the practices used in connection with the pricing of this proposal (see 3, below) or (iii) post-award submission has been authorized by the contracting officer.

Caution - A practice disclosed in a disclosure statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(Check the Appropriate box below)

( ) 1. CERTIFICATE OF CONCURRENT SUBMISSION OF DISCLOSURE STATEMENTS

The offeror hereby certifies that he has submitted, as a part of his proposal under this solicitation, copies of the disclosure statements as follows: (i) original and one copy to the cognizant contracting officer; (ii) one copy to the cognizant contract auditor; and (iii) one copy to the Cost Accounting Standards Board, 441 G Street NW., Washington, D.C. 20548.

Date of disclosure statement	Name and address of cognizant contracting officers where filed.

The offeror further certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the [illegible] statements.

[illegible]

Contract No.	Supplemental Agreement No.	Synopsis No.	Request for Proposal No.

( ) 3. CERTIFICATE OF PREVIOUSLY SUBMITTED DISCLOSURE STATEMENTS

The offeror hereby certifies that the disclosure statements were filed, as follows:

Date of disclosure statement	Name and address of cognizant contracting officers where filed

The offeror further certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in this disclosure statement.

(Name of Offeror) (Date)

By (Signature of Authorized Individual) Type Name and Title

CONTRACT PRICING PROPOSAL
(RESEARCH AND DEVELOPMENT)

ATTACHMENT

Office of Management and Budget
Approval No. 29-RO184

B-34

his form is for use when (i) submission of cost or pricing data (see FPR 1-3.807-3) is required and (ii) substitution for the Optional Form 59 is authorized by the contracting officer.

PAGE NO.

NO. OF PAGES

OF OFFEROR

SUPPLIES AND/OR SERVICES TO BE FURNISHED

OFFICE ADDRESS

(S) AND LOCATION(S) WHERE WORK IS TO BE PERFORMED

TOTAL AMOUNT OF PROPOSAL
$

GOV'T SOLICITATION NO.

DETAIL DESCRIPTION OF COST ELEMENTS

			EST COST ($)	TOTAL EST COST	REFERENCE
RECT MATERIAL (Itemize on Exhibit A)					
. PURCHASED PARTS					
. SUBCONTRACTED ITEMS					
. OTHER (1) RAW MATERIAL					
(2) [illegible]					
(3) [illegible]					
TOTAL DIRECT MATERIAL					
[illegible]					
RECT LABOR (Specify)	ESTIMATED HOURS	RATE/HOUR	EST COST ($)		
TOTAL DIRECT LABOR					
[illegible]	[illegible]	[illegible]	EST COST ($)		
TOTAL LABOR OVERHEAD					
[illegible]			EST COST ($)		
TOTAL SPECIAL TESTING					
[illegible]					
[illegible]			EST COST ($)		
[illegible]					
[illegible]					
TOTAL TRAVEL					
[illegible]			EST COST ($)		

proposal is submitted for use in connection with and in response to *(Describe RFP, etc.)*

reflects our best estimates as of this date, in accordance with the Instructions to Offerors and the Footnotes which follow.

NAME AND TITLE	SIGNATURE
OF FIRM	DATE OF SUBMISSION

EXHIBIT A—SUPPORTING SCHEDULE *(Specify. If more space is needed, use reverse)*

[illegible]	ITEM DESCRIPTION *(See footnote 5)*	EST COST ($)

[illegible]

TELEPHONE NUMBER/EXTENSION

[illegible]

INSTRUCTIONS TO OFFERORS

The purpose of this form is to provide a standard format by which e offeror submits to the Government a summary of incurred and timated costs (and attached supporting information) suitable for detailed review and analysis. Prior to the award of a contract resulting om this proposal the offeror shall, under the conditions stated in R 1-3.807-3, be required to submit a Certificate of Current Cost or icing Data (See FPR 1-3.807-3(h) and 1-3.807-4).

In addition to the specific information required by this form, the feror is expected, in good faith, to incorporate in and submit with is form any additional data, supporting schedules, or substantiation hich are reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement. or effective negotiation, it is essential that there be a clear understanding of:

a. The existing, verifiable data.
b. The judgmental factors applied in projecting from known data the estimate; and
c. The contingencies used by the offeror in his proposed price.

short, the offeror's estimating process itself needs to be disclosed.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described *(with schedules as appropriate)*, and made available to the contracting officer or his representative upon request.

4. The formats for the "Cost Elements" and the "Proposed Contract Estimate" are not intended as rigid requirements. These may be presented in different format with the prior approval of the Contracting Officer if required for more effective and efficient presentation. In all other respects this form will be completed and submitted without change.

5. By submission of this proposal the offeror grants to the Contracting Officer, or his authorized representative, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such cost or pricing data, along with the computations and projections used therein. This right may be exercised in connection with any negotiations prior to contract award.

FOOTNOTES

Enter in this column those necessary and reasonable costs which in the judgment of the offeror will properly be incurred in the [illegible]

[illegible]

3 Indicate the rates used and provide an appropriate explanation. Where agreement has been reached with Government representatives on the use of forward pricing rates, describe the nature of the agreement. Provide the method of computation and application of your overhead expense, including cost breakdown and showing trends and budgetary data as necessary to provide a basis for evaluation of the reasonableness of proposed rates.

4 If the total cost entered here is in excess of $250, provide on a separate page the following information on each separate item of royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description, including any part or model numbers of each contract item or component on which the royalty is payable; percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, a copy of the current license agreement and identification of applicable claims of specific patents shall be provided.

5 Provide a list of principal items within each category indicating known or anticipated source, quantity, unit price, competition obtained, and basis of establishing source and reasonableness of cost.

[illegible]

BEST COPY AVAILABLE

VI.

Cost Plus Fixed-Fee Subcontract

Between

THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION

for the

National Center on Educational Media and Materials
for the Handicapped

and

This Agreement entered into this between THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION, hereinafter sometimes called FOUNDATION, a corporation not for profit, organized and existing by virtue of the laws of the State of Ohio, and

(hereinafter sometimes called the Subcontractor) located in the
City of
in the State of
the said parties do mutually agree as follows:

ARTICLE I. STATEMENT OF WORK

(a) The Subcontractor shall, during the time set forth in Article II, provide services as described in Subcontractor's proposal, Attachment "10-A" hereto, dated and as set forth in the Work Statement, Attachment "10-C". In the event of conflict, Attachment "10-C" shall control.

(b) Monthly Letters: Subcontractor agrees to prepare and submit brief monthly progress letters to the Project Director of The National Center on Educational Media and Materials for the Handicapped at The Ohio State University. The address is shown in Article XIV. Each monthly report will cover accomplishments, problems and plans to overcome such problems. In addition other reports will be prepared if requested by the FOUNDATION or the Office of Education.

(c) Each monthly report will reflect expenses for the month, cumulative [illegible] and, if a budget problem exists, will clearly [illegible] specific details.

[illegible]

(d) Final Report: Subcontractor agrees to prepare and submit a Final Report in ten (10) copies before the end date of performance set forth in Article II. One copy, reflecting the purchase order number set forth in Article VIII, will be sent to the FOUNDATION. Sufficient funds shall be set aside at the commencement of the effort to assure preparation of a Final Report.

(e) A summary of definitive conclusions, in not more than 200 words, shall be a part of the Final Report.

(f) The contractor shall provide the National Center on Educational Media and Materials for the Handicapped access to the raw data pertinent to the best total system and two next best total systems for twelve months following date of Final Report.

ARTICLE II. TIME OF PERFORMANCE

The work described in Article I hereof shall commence on the date the approved copy of this agreement is mailed to the Subcontractor by the FOUNDATION, or the date of letter or telegraphic authorization if earlier, and shall continue until November 30, 1974.

ARTICLE III. COMPENSATION

(a) In consideration of the performance of the work described in Article I hereof the FOUNDATION will pay to the Subcontractor, monthly upon submission of invoices, the actual costs incurred by the Subcontractor in performance of this Subcontract including overhead, and the fixed fee, subject to the provision of Article IV. (a) herein. Actual costs shall be determined in accordance with the Federal Procurement Regulations.

(b) The costs incurred by the Subcontractor shall not exceed the maximum amount of

($)

exclusive of the fixed fee of

($)

and the Subcontractor shall not be obligated to continue its performance hereunder after its total costs have reached said maximum amount, subject to the requirement of Article I (d) herein, nor shall the FOUNDATION be obligated to reimburse the Subcontractor for its expenditures in excess of said maximum amount unless and until the maximum amount is increased by a written supplemental agreement.

(c) The fixed fee stated above will be paid within the period set [illegible] installments, subject [illegible] shall be [illegible] monthly invoice.

ARTICLE IV. [illegible]

[illegible]

(b) In the event that any payments to the Subcontractor under this Agreement are subsequently disallowed by the Government as items of cost of this Agreement, the Subcontractor shall repay the FOUNDATION on demand the amount of any such disallowed items or, at the discretion of the FOUNDATION, the FOUNDATION may deduct such amounts from subsequent payments to be made to the Subcontractor hereunder, without prejudice, however, to the Subcontractor's right thereafter to establish the allowability of any such item of cost under the Agreement.

(c) Salaries and other costs shall conform to all requirements and regulations issued by the Federal Government.

ARTICLE V. AUDIT OF BOOKS

Notwithstanding any other conditions of this Agreement, the books and records of the Subcontractor hereunder, will be made available to authorized Government personnel at the Subcontractor's regular place of business at the request of the Government or the FOUNDATION.

ARTICLE VI. GOVERNMENT PROPERTY

The Subcontractor shall utilize due care with respect to any property purchased or obtained under this Agreement and shall comply with all Office of Education requirements and the terms of this Agreement in regard to care and accountability for any such property.

ARTICLE VII. PRIME CONTRACT

General Provisions:
Attachment 10-B

HEW 315 (Rev. 12/72) - Cost Sharing Contracts with educational institution

HEW 317A (Rev. 12/72) Cost Reimbursement and Cost Sharing Contracts with non-profit institutions

or HEW 316 (Rev. 5/72) for Cost-Plus Fixed-Fee Contracts

The appropriate Attachment 10-B as noted above is incorporated as if fully set forth [illegible] the services hereunder will [illegible]

[illegible]

[illegible]

ARTICLE IX. PROPRIETARY RIGHTS

The Subcontractor agrees that it will not assert any Proprietary Rights, either under the patent law or copyright law, to the work conducted herein and warrants that all of its employees or agents conducting the program hereunder have assigned all such rights to the Subcontractor.

ARTICLE X. FINAL RELEASE

The Subcontractor will execute a final release in accordance with the reasonable requirements of the FOUNDATION.

ARTICLE XI. STANDARDS OF WORK

In performing services under this agreement, the Contractor is an independent contractor and nothing herein is to be construed as establishing an employer-employee relationship. The Contractor agrees that all work will be performed in accordance with the highest professional standards.

ARTICLE XII. GOVERNING LAW

The validity, construction and effect of this contract shall be governed by the laws of the State of Ohio.

ARTICLE XIII. ENTIRE AGREEMENT

This contract constitutes the entire and only agreement between the parties hereto and may be amended by an instrument in writing by authorized signatures and date thereof with the intent to bound thereby.

ARTICLE XIV. ADDRESSES

(a) Subcontractor [Administrative Contact]

Telephone:

(b) [illegible]

Richard G. [illegible]
The Ohio State University Research Foundation
1314 Kinnear Road
Columbus, Ohio 43212

Telephone: (614) 422 1093

(c) Subcontractor [Project Director]

Telephone:

(d) Project Director - [illegible]

Professor Samuel C. Ashcroft
[illegible]
[illegible] 12th Avenue
The Ohio State University
Columbus, Ohio 43210

Telephone: (614) 422-7595

ARTICLE XV. [illegible]

[illegible] Executive Order No. [illegible]

ARTICLE XVII. AUDIO-VISUAL PRODUCTION LIMITS FROM PRIME CONTRACT

Prior written approval must be obtained for the use of any funds, including subcontracts, for the planning and/or production of audio-visual materials (i.e. motion picture films, video-tapes, film strips, slide sets, tape recordings, exhibits, or combinations thereof) regardless of intended use.

IN WITNESS WHEREOF the parties hereto, represented by officials authorized to bind them, have executed this Subcontract as of the day and year first above written. This Agreement is not effective or binding on the parties until approved below by the Office of Education.

ATTEST: THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION

By____________________________ Date: ____________

ATTEST: SUBCONTRACTOR ____________________

____

By____________________________ Date: ____________

Permission to subcontract authorized
Office of Education

By____________________________ Date: ____________

APPENDIX C

APPENDIX C

Note on Defining NIMIS Data Base

Below is a paragraph from a memo dated June 4, 1974, from Dr. Paul Andereck, Education Program Specialist, Media Services and Captioned Films, Bureau of Education for the Handicapped. This memo suggests that the data base for the proposed information system emphasize child-use, non-print titles. Because of this ALRC/NCEMMH Network mission to provide media services for handicapped children, this emphasis appears to be highly appropriate. It should be noted that this emphasis does not exclude media-training materials which are designed to facilitate the application of child-use materials.

> 2. I suggest you limit the data base to the 25,000 item level (with multiple cross-indexing or retrieval descriptors of them). I base that figure on the number of child-use, non-print items contained in the collections of the SEIMCs and RMCs. My examination of the inventories of the collections shows 110,256 items (which I have estimated at $1,100,000 replacement value) of which 83,216 (75%) are print. Of the 110K items, only 45% (49,530) are declared to be child-use items. If you were to dichotomize the responsibility for data base maintenance and have CEC include the professional materials (non child-use) and all print materials (including child-usage), the NCEMMH data base could be restricted, for now, to the 25K items which are suspected to contain the child-change mediated itmes for which our branch and your center are virtually sole advocates of. It would cost about $735,000 to stock S-4 with one item of each title, maximum. The items recouped from present collections or the discriminative culling of entries may well make it about $600,000 to have S-4 reflect the data base by having items in stock, shortly.

APPENDIX D

FY 74

NATIONAL DISSEMINATION PROPOSAL

NATIONAL DISSEMINATION

Introduction

The National Center on Educational Media and Materials for the Handicapped has proposed to build a system which would link the provision of information about instructional materials and media with the delivering of those materials to handicapped learners. While many efforts have taken place to develop systems either for informing appropriate users about materials or for delivering materials to users, these operations have typically been discreet processes requiring contact with several different systems and various sources. If instructional materials are to be used effectively, it is essential to minimize the required clerical and search efforts. Materials for the handicapped must be accessible; information about products as well as the products themselves must be readily available.

The network of Instructional Materials Centers for Special Education and Regional Media Centers for the Deaf have purchased, adapted, or developed a large collection of media and materials which are appropriate for handicapped learners. Some of those materials were purchased with state funds and others with federal funds, but the entire collection represents the collective wisdom of many people about the sorts of materials appropriate for handicapped learners in diverse subject areas, with diverse handicapping conditions, in diverse geographic locations, and in diverse instructional settings. The NCEMMH proposes to complete the union file of all the instructional materials collections. As the NCEMMH becomes the trustee of federally owned materials from those collections, it will begin inventory control cataloging and circulation procedures on that collection. This will insure that special education teachers continue to receive the information searches that are presently possible through the BEARS system (originally from Michigan State University and now operational at the

Council for Exceptional Children), the LCBRU's available from the State Teachers College of New York at Buffalo, and perhaps adaptations of some of the information retrieval possibilities as developed at the University of Texas, the Battelle Memorial Laboratories, and ERIC.

There are a number of steps necessary to move toward such a comprehensive system. The first step is to establish inventory control over the federally owned educational products within the NCEMMH archives. Until the precise size of that collection is analyzed and the condition of the items is known, it is not possible to decide the appropriate distribution points.

The second step is to generate an on-line computer based network with the new area learning resource centers. Thus, on-line circulation is possible either within or between ALRC regions. This network will also facilitate a number of other coordinating purposes for the network of ALRC's including that of management information.

The file will be completely edited to insure that precision cataloging has been done for each item. An appropriate Library of Congress number can then be assisgned to each item in the file and descriptors can be applied. Finally, the effort to develop a comprehensive on-line search will be integrated into the system and a determination made as to whether the total operation of the system should be based at the NCEMMH or sub-contracted.

The intent of this proposal is to combine the best features of existing systems so that information and delivery services will be made available in the shortest possible time.

DESIGN AND DEVELOPMENT OF A COORDINATED NATIONAL SYSTEM FOR DISSEMINATING MEDIA AND MATERIALS TO HANDICAPPED LEARNERS

Mission

The purpose of the National System is to create the communication and distribution linkages necessary to provide the most appropriate learning resources to handicapped learners when and where they are needed. There are three major objectives:

1. To design and develop a nationally coordinated computer information system to maintain on-line circulation and inventory control of the distribution and demonstration materials in the national ALRC network.
2. To provide the machine capability for accessing the universe of media, materials, and related information according to the descriptors and types of instructional objectives of most interest to the system users.
3. To develop the human, print, and media information resources necessary to provide optimal services within the scope of the ALRC network and to others interested in improving the education of handicapped learners.

The goals and time frames of the national system are (1) to provide an on-line computer based inventory and control system of all ALRC network owned materials together with a combined manual-machine information retrieval capability, to be operational by September 1, 1974; (2) to provide interactive on-line computer information search by September 1, 1975; and (3) concurrently through these time periods, to establish and maintain an archival depository of the available universe of media and materials for handicapped learners.

Related to each of the materials in the National Archive, the NCEMMH will develop either computerized or appropriate hard print information processes to identify, review, and report relevant data to information users upon request.

Figure 1 presents a summary of objectives and related time frames for the National Information Dissemination System. Figure 2 presents a simplified scenario of the manner in which the National Information Dissemination System will provide information to various categories of information users upon request.

National Dissemination System Rationale

1.0 On-line Circulation and Inventory Control

> Explanation: The long range objective of this strategy is to develop a complete computer file of the universe of media and materials for handicapped learners, using a system of access through descriptors which have been determined to be of most interest to the system's users. The file will be continually updated, with additions or deletions according to evaluative criteria for materials quality and usage data.

Until the capability to search the file through a variety of descriptors is developed, which is to be developed by September 1, 1975, an interim system will be utilized based upon The Ohio State University Library Circulation System. This system presently provides on-line circulation and inventory control through 55 terminal inputs located at 30 different points on the OSU campus. The system also provides management information circulation, usage patterns, and inventory control.

The search capability of the system is presently available by title, author, and the logic of items closely related to a title or access number. The Ohio State University Library is planning to jointly develop with the NCEMMH the capacity to perform searches by subject area and other descriptors of critical interest to patrons.

The present on-line capability does give instantaneous information concerning the location of a title, the loan period, and the location and time it will be returned, if it is on loan. The system will also automatically handle such circulation problems as reserving titles, mailing overdue notices, and informing patrons when reserved or ordered titles are available.

For the new ALRC network, it is planned to enter the titles of all network holdings into the circulation file, and to provide each ALRC with an on-line computer terminal. The following circulation functions will be possible:

1. The individual ALRC will be able to query the system and immediately ascertain the location or loan disposition of a title.
2. If the title is located with the ALRC region, the circulation data can be immediately entered into the system. If the title is located in another ALRC, it may be either requested, or reserved. The system will automatically (a) mail the item if it is immediately available, or (b) reserve the item and mail it when it becomes available.

Although the primary emphasis of the system for fiscal 1975 will be upon the intra-ALRC network loan functions, it may be possible to gradually incorporate the intra-state LEA circulation systems for those states desiring to become part of the system during this time period, depending upon interest and available resources.

The ALRC network on-line circulation system will also provide management information to individual centers, and to the network system as a whole, such as periodic usage and circulation data, and the number of demands for individual titles.

2.0 On-line Interactive Information Retrieval.

An absolutely crucial ingredient in the mission of improving the quality of instruction for handicapped learners is the ready availability of information related to the diagnosis and prescription of needed learning resources. The key element in this process is the facilitative role that can be played by the information which links the needed resources, wherever they are available, to the immediate instructional environment of the learner. Those most intimately involved in the learning process - the teacher, parent, supervisor, or agency decision makers - must be kept informed of available instructional resources and their appropriateness for satisfying specific learning needs.

This ubiquitous process can only take place through the comprehensive and systematic identification, evaluation, and reporting of information concerning the total universe of instructional resources for handicapped learners. Access to the information must be available through convenient facilities and through the types of descriptors which hold the most meaning for the information users themselves.

A component of the planned National Dissemination System which meets these criteria is the on-line interactive information retrieval process. An interactive computer search capability such as that provided by the Battelle BASIS 70, or the National Library System, makes it possible for the patron to search for items of interest by using common descriptive terms. In the space of a few minutes the system patron may browse through literally thousands of entries in order to locate those of most interest. When needed, titles are identified, abstracts may be secured through either hard print, or by taking notes from a display screen.

Because of the need for comprehensiveness and accuracy, together with considerable development expense, it is not planned to implement this system in its totality until late in 1975. Although both the Battelle BASIS 70 and the National Library interactive on-line search systems have the capability of implementing the system goals within a relatively short time frame, the necessary special education, content, descriptors, and bibliographic entries should be carefully developed.

In the interim, it is possible to provide a combination of manual and machine searches of available information to users upon request through adapting the Ohio State Mechanized Information Center and through the assimilation of catalogs and resource materials at the NCEMMH. For example, the New York State CBRU system and the Michigan SEIMC system may be adaptable to systematic current awareness and retrospective literature searches.

The experience gained through this interim period of providing both manual and machine information retrieval searches also will provide invaluable experience in analyzing and serving the information needs of NCEMMH/ALRC network clients.

3.0 Identification, Review, and Reporting of Learning Resources

In the process of identifying the universe of learning resources for handicapped learners, it will be necessary for the NCEMMH to actually locate, in-process, and review the total range of titles available. A critical problem in this process is that there may be as many as 50,000 titles, many of which do not have usage or evaluative data. Therefore, the problem will be attacked along two dimensions: (1) the in-processing of new resources, and (2) the systematic review of titles developed prior to February 1, 1974.

The In-Processing Problem

The NCEMMH will establish evaluative criteria for in-processing new titles under the following categories:

1. BEH funded materials - Field test and evaluative data will be obtained from independent sources concerning the validity and learner effects of all instructional materials projects started after February 1, 1974. These field test and evaluative data will be abstracted and included in the descriptions of these materials for the information system data files and in hard print reports. The NCEMMH will engage independent review panels to evaluate both the field test data and the materials themselves for the purposes of recommending dissemination and applications. In a sense, these evaluations will constitute an agency "seal of approval."

2. Privately or commercially developed materials - The NCEMMH cannot legally require field test data, but will strongly recommend that commercial producers follow the same standards as those set forth for BEH funded materials. Materials in this category which have not been independently field tested and validated will be reviewed by the NCEMMH staff according to face validity standards only. Although these materials will be entered into the basic file of the universe of media and materials, they will not be eligible for the "seal of approval" until they have been field tested and validated.

3. Materials under development or developed previous to February 1, 1975 - These materials will be entered into the archival information system under existing descriptors only, for an interim period. At the end of three years it is planned to have completed a review of each title which will include the criteria of:

    a. Accuracy of descriptors.

    b. Update of availability and/or location.

    c. Evaluation of appropriateness of descriptors.

    d. Review of use data to determine disposition to active or inactive files.

In summary, the major products of the materials identification, review, and reporting component will be:

1. Continuous in-processing and updating of the basic data file of the universe of media and materials for handicapped learners.

2. Abstracts and reviews of instructional resources to be disseminated through the on-line interactive information retrieval system.

3. Abstracts and reviews of instructional resources to be disseminated through hard print, which will include periodic reports, journal articles, and monographs of major substantive developments.

Figure 2

DISSEMINATION SYSTEM - SCENARIO OUTLINE

Information Users	Information Needs	Information Access
1.0. Teachers	1.1. Diagnosis of educational needs	RRC resources - NCEMMH informatio related to resources on education needs diagnosis - consultation with LEA's
	1.2. Prescriptive information	RRC resources - NCEMMH informatio on resources related to prescription-consultation with LEA's
	1.3. Existence of media & materials needed to fulfill prescriptions	NCEMMH information retrieval - NCEMMH reviews & reports ALRC & LEA resources
	1.4. Location of Resources	NCEMMH-ALRC on-line circulation system - ALRC/LEA resources
2.0. Parents	2.1. Educational Needs of children	Local guidance, professional and advocate associations, NCEMMH/ALRC information retrieval
	2.2. Educational opportunities	Local guidance, advocate associations, NCEMMH/ALRC information retrieval
3.0. LEA's	3.1. Teachers' needs for materials and information	Needs analysis (local, state, and NCEMMH)
	3.2. Existence of materials and information	ALRC resources, NCEMMH data files and information reports
	3.3. Location of materials	ALRC catalog systems, NCEMMH/ALRC on-line system
4.0. ALRC's	4.1. Information and materials needed by LEA's	LEA needs analysis
	4.2. Existence and location of information and materials	ALRC resources, NCEMMH on-line system, NCEMMH reports
	4.3. State plans and mandates	State resources

STRATEGY BUDGET
3/1/74 - 8/31/74

March 1, 1974
D-11

Strategy # SUMMARY SHEET **

Strategy Name NATIONAL DISSEMINATION

Line Item I.D. #	Dollar Amounts	Budget Line Item Names	Explanations
07		Admin. salaries	
08	24,668	All other salaries (Σ of 09, 10, 11, 12, 13)	
07 + 08	24,668	All Salaries	
18	2,121	Employee Benefits	
19	7,550	Employee Travel	
20*	94,050	Contracted Personnel Services	[21 ______ Consultant Honoraria] [______ Other] Media Aide Support
29	4,345	Communications	[______ Promotion] [______ Phone] [______ Mailing]
31	640	Office Supplies & Materials	[Consumables & Stationery]
35	10,350	Reproduction & Duplication	______; ______ In-house printing ______ ______ Out-of-house printing
35		Misc. Admin. Expenses	[Travel expenses for committees & boards]
44	2,400	Instructional Supplies	[AV production; photo & recording services]
63	3,800	Library Materials	[64 ______ Printed Material] [65 ______ AV Materials] [66 ______ Binding] [67 ______ Other Library Mat'ls/Microfilm]
68	600	Other Library Costs	[Shelving, carrels, etc.]
69	20,848	Data Processing Costs	[______ Computer Time] [______ Terminals] [______ Line Charges]
70	600	Facilities Rental	
78		Equipment Rental	
79	2,100	Equipment Purchase	
85	140	Equipment Operation & Maintenance	[86 ______ Operation] [87 ______ Repair]
92	174,212	Total Direct Costs	
93	15,788	Indirect Costs 64%	
92 + 93	190,000	Total Cost / Strategy	

employee by I.D. #	% of time	$	employee by I.D. #	% of time	$
21 *(18,168)	100	9,084	05 *(7,000)	100	3,500
17 *(12,168)	100	6,084			
20 *(6,000)	100	3,000			
20 *(6,000)	100	3,000			

* Twelve months equivalent salary.
** See individual strategy budget sheets for detailed explanation

Revised
4/17/74

NATIONAL DISSEMINATION SYSTEM
OBJECTIVES AND STRATEGIES

Objective 1.0 Design and development of a nationally coordinated on-line circulation and inventory control system

Strategies:	Start	Complete
1.1 Analyze the system requirements and determine the linkage necessary to coordinate the components of the national network.	3/74	4/74
1.2. Develop a union list of materials owned by the ALRC network (based upon present network inventory).	3/74	4/74
1.3. Create the basic file of instructional resources to be circulated through the ALRC network, based upon The Ohio State University Library on-line circulation system.	3/74	5/74
1.4. Analyze the inventory and circulation control requirements necessary to optimize the coordination and delivery of media and materials.	3/74	5/74
1.5. Establish initial criteria for determining shelf lists, inventories, and distribution points based upon optimal cost and usage factors.	3/74	6/74
1.6. Operate a pilot test of the on-line circulation system with an existing SEIMC.	4/74	6/74
1.7. Train network personnel and assimilate the resources necessary to implement the on-line circulation system by August 1, 1974.	5/74	8/74

SIX MONTHS
STRATEGY BUDGET
3/1/74 - 8/31/74

March 1, 1974
D-13

Strategy # 1.0 -NATIONAL DISSEMINATION

Strategy Name DESIGN AND DEVELOP ON-LINE CIRCULATION AND INVENTORY

Line Item I.D. #	Dollar Amounts	Budget Line Item Names	Explanations
07		Admin. salaries	
08	9,868	All other salaries (Σ of 09, 10, 11, 12, 15)	
07 + 08	9,868	All Salaries	
18	849	Employee Benefits	
19	6,500	Employee Travel	includes two trips to each of 13 ALRC Centers
20*	71,800	Contracted Personnel Services	[[illegible] ______ Consultant Honoraria; [______ Other] Bibliographic analysis of 70,000 titles @ 1.00 each & 18 consultant days @ 100
29	210	Communications	[______ Promotion] [170 Phone] [60 Mailing]
31	400	Office Supplies & Materials	[Consumables & Stationery]
35	350	Reproduction & Duplication	______) ______ In-house printing ______ ______ Out-of-house printing
36		Misc. Admin. Expenses	[Travel expenses for committees & boards]
44	1,200	Instructional Supplies	[AV production; photo & recording services]
63	600	Library Materials	[64 ______ Printed Material] [65 ______ AV Materials] [66 ______ Binding] [67 ______ Other Library Mat'ls/Microfilm]
68		Other Library Costs	[Shelving, carrels, etc.]
69	19,248	Data Processing Costs	[18,000 Computer Time] [600 Terminals] [648 Line Charges Computer time for adapting bibliographic entries to on-line circulation = 18,000, on-line and terminal costs to a single IMC location for a 3 month trial = 1,248.
70		Facilities Rental	
75		Equipment Rental	
79	500	Equipment Purchase	
85	75	Equipment Operation & Maintenance	[86 ______ Operation] [87 ______ Repair]
92	111,700	Total Direct Costs	
93	6,316	Indirect Costs 6%	
92 + 93	118,016	Total Cost / Strategy	

employee by I.D. #	% of time	$	employee by I.D. #	% of time	$
21	40	3,634			
17	40	2,434			
20	40	1,200			
20	40	1,200			
05	40	1,400			

Objective 2.0. Design and development of a machine access information system for providing information on resources, media and materials for handicapped learners.
NOTE: Present network task for force recommendations will play a role in the design process.

Strategies:	Start	Complete
2.1. Identify available mechanized systems and data files related to information resources for handicapped learners.	3/74	6/74
2.2. Establish human/machine resources necessary to provide information to clients upon request.	3/74	7/74
2.3. Train personnel and assimilate resources necessary to operate interim system for 1974.	4/74	8/74
2.4. Continue design and resource analysis efforts necessary to implement fully operational machine access sytem in 1975.	3/74	ongoing

3/1/74 - 8/31/74

March 1, 1974
D-15

Strategy # 2.0-NATIONAL DISSEMINATION

Strategy Item: DEVELOP ON-LINE INFORMATION RETRIEVAL

Line Item I.D. #	Dollar Amounts	Budget Line Item Names	Explanations
07		Admin. salaries	
08	7,400	All other salaries (Σ of 09, 10, 11, 12, 15)	
07 + 08	7,400	All Salaries	
18	636	Employee Benefits	
19	750	Employee Travel	6 @ 125
20*	*21,125	Contracted Personnel Services	[21 500 Consultant Honoraria] [_____ Other] Media Aide Support 5 days at @ 100 and 5 trips @ 125
29	160	Communications	[_____ Promotion] [120 Phone] [40 Mailing]
31		Office Supplies & Materials	[Consumables & Stationery]
35	500	Reproduction & Duplication	_____ In-house printing _____ Out-of-house printing
36		Misc. Admin. Expenses	[Travel expenses for committees & boards]
44		Instructional Supplies	[AV production; photo & recording services]
63	**2,000	Library Materials	[64 2,000 Printed Material] [65 _____ AV Materials] [66 _____ Binding] [67 _____ Other Library Mat'ls/Microfilm]
68	*** 600	Other Library Costs	[Shelving, carrels, etc.]
69	1,200	Data Processing Costs	[1,200 Computer Time] [_____ Terminals] [_____ Line Charge Computer time = cost for adapting various systems
70	600.	Facilities Rental	
78		Equipment Rental	
79		Equipment Purchase	
85		Equipment Operation & Maintenance	[85 _____ Operation] [87 _____ Repair]
92	35,071	Total Direct Costs	
93	4,736	Indirect Costs 64%	
92 + 93	39,807	Total Cost Strategy	

$			%|$		
employee by I.D. #	% of time	$	employee by I.D. #	% of time	$
21	30	2,725			
17	30	1,825			
20	30	900			
20	30	900			
05	30	1,050			

* Programming costs for adapting various systems to OSU on-line, such as BEARS and CARD = 20,000.

** Purchase of 400 documents at average cost of @ 5.00

*** Other library materials for storing and fili

Objective 3.0. Design and development of comprehensive information resource services.

Strategies	Start	Complete
3.1. Develop procedures for identifying, reviewing, evaluating. and encoding all recently or newly developed media and materials related to education for the handicapped.	3/74	ongoing
3.2. Develop and maintain an archival file of NSCF materials.	3/74	ongoing
3.3. Interface identification and reporting procedures to other NCEMMH strategies - needs analysis, basic computer file, and the comprehensive information resource file.	3/74	8/74
3.4. Design and implement processes for reporting information in machine readable formats.	3/74	8/74
3.5. Design and implement process for periodically reporting new developments and important instructional technology concepts to a wide market of users, including ALRC network, state departments, teachers and supervisors, and training agencies (estimate 6 reports annually to audience of 75,000).	3/74	8/74
3.6. Design and implement a process for in-depth reporting of major substantive issues, significant product developments, field tests, and evaluations (estimate 4 annual reports to an audience of 2,000).	4/74	8/74

Rationale for 3.4 and 3.5. The NCEMMH will identify, review, and gather evaluative data on all newly or recently developed media and materials related to education of the handicapped. Eventually all extant materials will be evaluated and abstracted for the comprehensive information system file. Users will need catalogs, reports, and other reference materials for the purpose of establishing resource files and keeping up to date on new developments in the field. In this way, every educator interested in education of the handicapped will have hard print access to available resources and will also be regularly informed of new developments.

3/1/74 - 8/31/74

March 1, 1974
D-17

Strategy # 3.0 NATIONAL DISSEMINATION

Strategy Name IDENTIFY, REVIEW, AND REPORT RESOURCES

employee by I.D. #	% of time	$	employee by I.D. #	% of time	$
21	30	2,725			
17	30	1,825			
20	30	900			
20	30	900			
05	30	1,050			

Line Item I.D. #	Dollar Amounts	Budget Line Item Names	Explanations
07		Admin. salaries	
08	7,400	All other salaries (Σ of 09, 10, 11, 12, 15)	
07 + 08	7,400	All Salaries	
18	536	Employee Benefits	
19	300	Employee Travel	2 @ 150
20	1,125	Contracted Personnel Services	[21 500 Consultant Honoraria] [____ Other] Media Aide Support 5 days @ 100 and 5 trips at @ 125
29	*3,975	Communications	[150 Promotion] [125 Phone] [3,700 Mailing]
31	240	Office Supplies & Materials	[Consumables & Stationery]
35	**9,400	Reproduction & Duplication	____] ____ In-house printing ____ ____ Out-of-house printing
36		Misc. Admin. Expenses	[Travel expenses for committees & boards]
41	1,200	Instructional Supplies	[AV production; photo & recording services]
63	1,200	Library Materials	[64 ____ Printed Material] [65 ____ AV Materials] [66 ____ Binding] [67 ____ Other Library Mat'ls/Microfilm]
68		Other Library Costs	[Shelving, carrels, etc.]
69	400	Data Processing Costs	[____ Computer Time] [____ Terminals] [____ Line Charges]
70		Facilities Rental	
75		Equipment Rental	
79	1,500	Equipment Purchase	
85	65	Equipment Operation & Maintenance	[86 ____ Operation] [87 ____ Repair]
90	27,441	Total Direct Costs	
91	4,736	Indirect Charges 64%	
90 + 91	32,177	Total Cost /Strategy	

* Mailing costs include 2 mailings of 75,000 each @ .02 = 3,000 + 700 archival mailing cost

** Includes printing costs of 75,000 reports x 2 issues = 75,000 x 2 = 9,000

NATIONAL DISSEMINATION SYSTEM
PROJECTED THREE YEAR BUDGET

Revised
4/17/74

	First Stage Mar. 1, '74-Aug. 31, '74		Second Stage Sept. 1, '74-Aug. 31, '75		Third Stage Sept. 1, '75 - Ongoing.	
Staff	1 Dissemination Coordinator	9,084	1 Dissemination Coordinator	18,500	1 Dissemination Coordinator	19,000
	1 Information Specialist	6,084	1 Information Specialist	12,500	1 Information Specialist	13,000
	2 Grad. Assoc.	6,000	3 Grad. Assoc.	18,000	4 Grad. Assoc.	24,000
	1 Secretary	3,500	2 Cataloging Spec.	18,000	3 Cataloging Spec.	28,000
		24,668	2 Secretaries	14,500	2 Secretaries	14,800
				81,500		98,800
1.0 On-line Circulation	40% of OSU staff	9,868	*On-line Costs	81,000	*On-line Costs	120,000
	On-line file	71,800	OSU Staff - 30 %	24,450	OSU Staff 30 %	29,640
	Computer Time	19,248	Add 5,000 to file	5,000	Add 5,000 to file	5,000
	Administrative cost	10,784	Computer Time	30,000	Computer Time	35,000
	Indirect	6,316	Admin. Costs	22,000	Admin. Costs	25,000
	Total	118,016	Indirect	15,700	Indirect	19,000
			Total	178,150	Total	233,640
2.0 Interactive Information Retrieval	30% of OSU Staff	7,400	OSU Staff 40%	32,600	OSU Staff - 40%	39,520
	Programming Costs	22,325	Operating Costs	12,500	Operating Costs	16,000
	Admin. Costs	5,346	Computer Time	30,000	Computer Time	40,000
	Indirect	4,736	Indirect	20,900	Indirect	25,300
	Total	39,807	Total	96,000	Total	120,820
3.0 Identify, Review and Report	30% of OSU Staff	7,400	30% of OSU Staff	24,450	OSU Staff - 30%	29,640
	Operating Costs - 2 mailings of 75,000 each	13,775	6 mailings of 50,000 @ 8¢	24,000	6 mailings of Report	24,000
	Administrative	6,266	4 issues of Review	8,000	4 issues of Review	8,000
	Indirect	4,736	Misc. Operating	8,000	Misc. Operating	8,000
	Total	32,177	Indirect	15,700	Indirect	19,000
			Total	80,150	Total	88,640
	First Stage Total	190,000	Second Stage Total	354,300	Third Stage Total	443,100

* Second Stage On-line costs are estimated at .54/mi./month, about 37,445 for the ALRC network Terminal costs are estimated at 150.00 per terminal at 13 locations, or 23,400 per year.

APPENDIX E

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TOTAL PROPOSAL INTEGRATING NARRATIVE AND CORE STAFFING PROJECT PROPOSAL

Preface

This integrating narrative and core staffing project proposal is part of The Center's total set of proposals for the 1975 fiscal year program. The total set of proposals is comprised of five discrete, but related proposals, each relevant to a major functional service of The Center's total program. Each functional service of The Center's program is represented by a proposal which describes the goals, objectives, activities, timelines, products, evaluation strategies, and other information for that particular service area

The proposal titles and their relation to The Center's services are listed in Table I, page E-24. Additional information about the proposals is provided in the section on proposal approach.

TOTAL PROPOSAL INTEGRATING NARRATIVE AND CORE STAFFING PROPOSAL

I. Introduction

The National Center is entering a new and significant phase in its existence. This phase results from new opportunities provided by the Bureau of Education for the Handicapped (BEH), new perspectives on The Center's mission, and new personnel and leadership. In this, the third year of its first contract, The Center has a very significant opportunity to realize more fully its great potential for service to children with handicaps. The transition to this new stage of development is timely in view of the pervasive structural changes in the Bureau's instructional media and technology program.

The Center's program for its third year is delineated in terms of an emerging conception of its mission and a sharper focus on its service functions. Progress in these directions has been facilitated by augmenting the existing staff with additional personnel having unusually appropriate credentials for implementing programs designed to achieve The Center's mission goals.

II. Mission Statement

Simply stated, The Center's mission is to establish conditions for handicapped students which provide maximum opportunity for them to benefit from special education and the advantages of interaction with media, materials, and educational technology. More elaborate statements of The Center's mission can be found in The Center's authorizing legislation, in BEH documents, in testimony and committee reports, and other sources. However, The Center's mission is dynamic, subject to constant development and review, and difficult to communicate briefly. As new stages of The Center's development are achieved, as new staff are employed, and as new circumstances permit, the mission will change and be delineated in new and different ways.

In FY 75, for the first time in its brief history, The Center will have a complete complement of full-time professional staff. An objective of an early stage in this new phase of development will be the generation by the staff of a more definitive statement of The Center's mission.

III. Functions of The Center

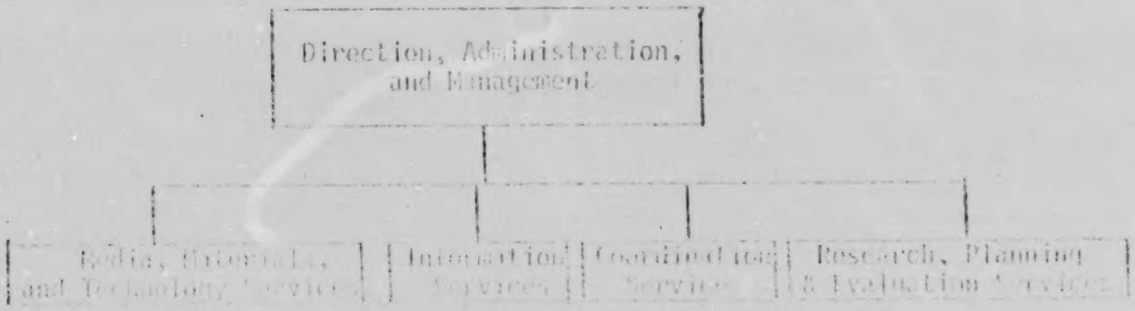
The Center's mission is accomplished through its major program service functions including Media, Materials, and Technology Services; Information Services; Coordination Services, Research, Planning, and Evaluation Services; and Direction, Administration, and Management Services. Achievement of this mission is fostered by The Center's location in a major university containing a wealth of human and physical resources to support teaching, research, and service functions. In response to its mandate, the primary concern of The Center is to provide and to promote *service* to children with handicaps and to those working with them. Presently, there are only embryonic efforts in the areas of research and teaching, primarily as they are inseparable from the service efforts. As The Center more fully achieves its potential, increased emphasis on research and teaching will be warranted.

It is the clear intent of The National Center to move judiciously beyond those primary service functions only as the developing capability of the Center and its funding support clearly indicate that high program quality can be attained. The primary context through which The Center must function in providing its services is the ALRC/NCEMMH Network. The proposals of The Center for FY 75 strictly reflect the operational requirements for implementing the ALRC/NCEMMH workscope for that period. The major work areas of that network as described in the BEH Request for Proposals include: State Program Development; Instructional Materials Development; Media, Materials, and Educational Technology Training; Media and Materials Information System; and Materials Distribution System.

Only through the effective fulfillment of each agency's service responsibilities, facilitation of the work of other network units, coordination of the activities of network, special projects, and other appropriate activities can The Center and network missions be achieved.

IV. Organization of The Center

To insure that the mission of The National Center is accomplished, the functions as they are discussed in the previous section must be organized in a systematic, meaningful manner. Responsibility and interrelationships must be specified. The chart below portrays the organization of The National Center in terms of its basic service functions.


Direction, Administration, and Management
Media, Materials, and Technology Services
Information Services
Coordination Services
Research, Planning & Evaluation Services

Five basic services are specified and briefly discussed below. Each of these services is more fully described in the proposal bearing a similar title.

Media, Materials, and Technology Services

The first programmatic function is media, materials, and technology. Basically, this function is concerned with insuring quality media and materials for instructional purposes. It deals with the development or adaptation of media and materials for use with learners, with the development of media and materials for professional use, with the establishment of quality standards for media and materials, and with facilitating the accessibility to quality media and materials. This area will be the beneficiary of the activities of the research, planning, and evaluation function and will contribute substantially to the information and coordination functions.

Information Services

The Information Services program of The National Center exists basically to insure that communication with clients occurs. These services must foster a carefully organized and comprehensive flow of information within The Center and throughout the ALRC Network and other agencies. Specific elements of this function include: (1) an information retrieval system permitting national audiences to have ready access to information about media and materials for the handicapped; (2) cooperation with national programs (such as [illegible] and other BEH projects) in the development of common information retrieval systems and data sharing; (3) a publication program composed of both regular and special efforts to insure that the clients of and contributors to The Center are provided essential information about The Center.

Coordination Services

The Coordination Services function insures that careful consideration is given to the interrelation of agencies and organizations serving the handicapped in terms of media, materials, and educational technology. Two major coordination functions are mandated responsibilities of The Center: coordination of the ALRC/NCEMMH Network and liaison with the Model Secondary School for the Deaf (MSSD). The National Center will provide leadership for insuring a close cooperative effort among the thirteen Area Learning Resource Centers, the four Specialized Offices, and The National Center. This function will enable communication and coordination among these agencies and within The National Center. The coordination function will facilitate the relationship of the other three functions to agencies outside The Center.

It is also essential for The National Center to work cooperatively with the Regional Resource Centers/Coordinating Office for Regional Resource Cneters (RRC/CORRC) Network; appropriate relationships are being worked out through the coordination function. Liaison with the MSSD will take on new and expanded dimensions because of the Special Office for Hearing Impaired and the RRC/CORRC Network.

Research, Planning, and Evaluation Services

The fourth function, Research, Planning, and Evaluation Services, provide for needs assessment activities, for systematic planning for research as it applies to the mission of The National Center, and for evaluation in both formative and summative modes. This function provides planning and assessment services and technical assistance to the other three programmatic areas which basically relate to those agencies and clients outside The National Center.

The needs assessment program is directed at gathering information from the clients of The National Center to insure that the program of The Center and programs of other groups serving the handicapped perform meaningful functions in providing media, materials, and special education for the handicapped. Systematic planning will be achieved by constantly contrasting the needs of the handicapped with progress in the programmatic efforts underway and by taking into account new research and developments as they relate to the handicapped. This planning will result in The National Center's ability to address itself to the most current and crucial aspects of educational technology, media, and materials for special education. A very important function of Research, Planning, and Evaluation Services will be the provision of technical assistance to the ALRC and Special Offices in the areas of needs assessment, planning, evaluation, and research. As this functional unit operates, it will be constantly alert to areas which could benefit from applied research activities and will propose such research. The evaluation function will provide for reviewing plans for evaluating the programs of The National Center. It will also include quality control activities for formative evaluation internally and correlation of the external evaluation of The National Center to facilitate the total evaluative process.

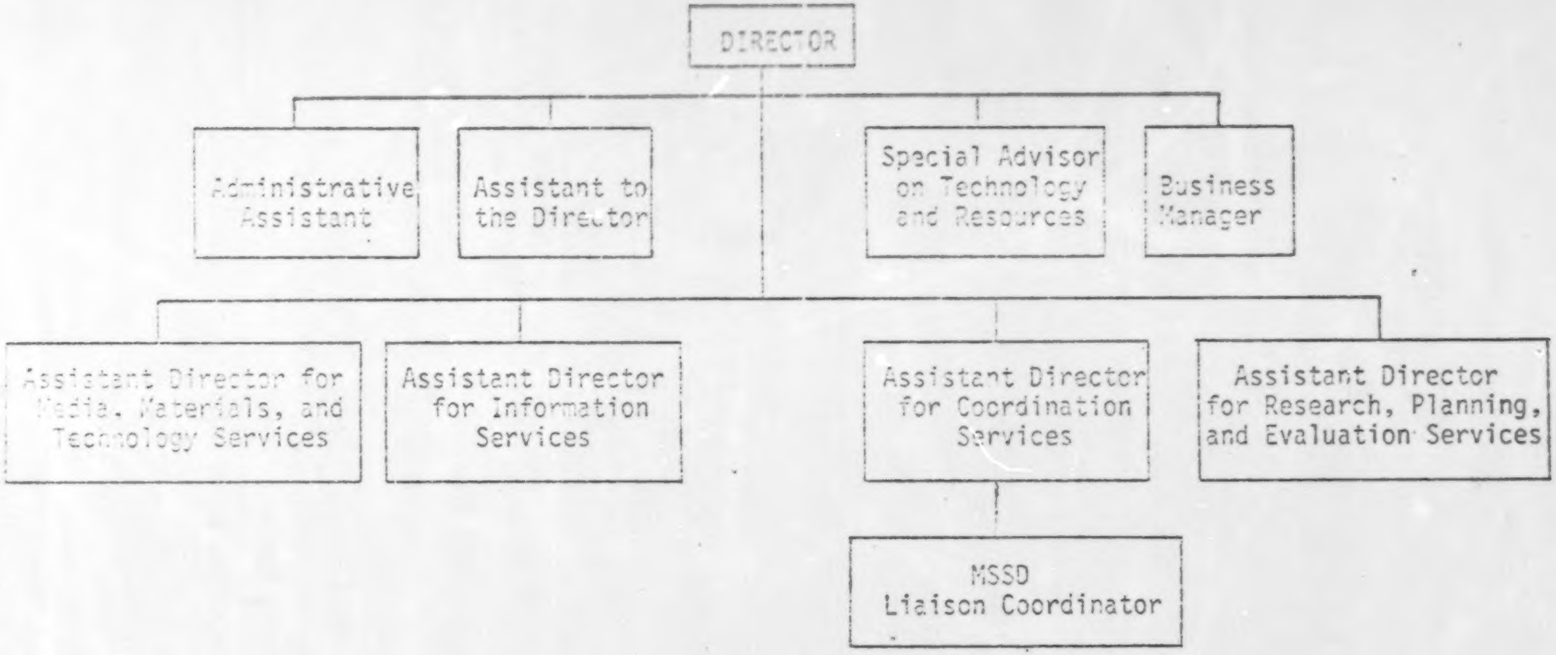
Direction, Administration, and Management Services

While the responsibilities and interactions of these four previously discussed programmatic functions comprise the essence of The National Center, an additional dimension is required to enable The Center to operate effectively. This fifth function is Direction, Administration, and Management. The director and his staff are responsible for leadership for The Center and for Direction, Administration, and Management. The Center will be staffed with the most qualified personnel available. The Organization arrangements (Chart 1) are designed to enable them to function effectively. A basic obligation of this function is to assure contract fulfillment, and this goal can best be achieved through a management by objectives system. (See Sections 4-3 and 4-4 in Appendix E.) Efficient internal management requires effective planning and responsible financial management as well as careful attention to routine operational details. The external aspect involves communication, coordination, and interaction with the project officer, with the university community, and with other institutions and organizations.

For the past several months, a Management System Task Force has been preparing comprehensive recommendations for the Direction, Administration, and Management of The Center. The Task Force Report (due July 1) will provide the basis for a management system for The Center, and for the development of a *Policies and Procedures Manual for Center Management*. The first draft of the *Manual* incorporating The National Center Task Force Report and the work of the SEIMC Network Task Force on Program Administration (*Volume VII - Program Administration: Recommended Policies and Procedures for Regional [illegible] Materials Centers*) is found in Appendix E.

CHART I

CORE STAFF ORGANIZATIONAL CHART


DIRECTOR
Administrative Assistant
Assistant to the Director
Special Advisor on Technology and Resources
Business Manager
Assistant Director for Media, Materials, and Technology Services
Assistant Director for Information Services
Assistant Director for Coordination Services
Assistant Director for Research, Planning, and Evaluation Services
MSSD Liaison Coordinator

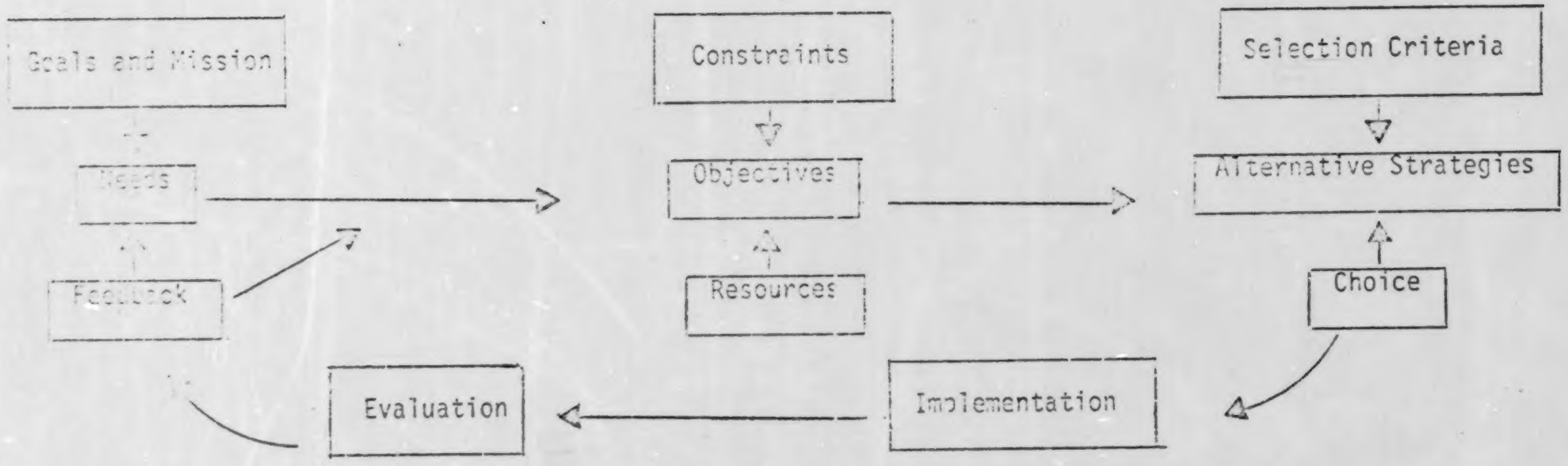
V. *The Center Model for Program Planning and Evaluation*

The National Center has adapted a systems oriented model for guiding its program planning and evaluation. Goals are derived from The Center's mission and defined needs of those who depend on The Center for services and leadership. These inputs give rise to the generation of specific project objectives and alternative strategies leading to the attainment of objectives. Available resources, operational constraints, and assessment of the adequacy of alternative strategies to meet needs and to accomplish the mission influence the choice of strategies to be implemented. Evaluation is used to provide feedback for assessing program effectiveness and to judge objective attainment.

To provide improved planning and program control, The Center's fiscal resources and manpower will be allocated and monitored on the basis of management by objectives strategies. This management orientation will allow The Center to improve its accountability and to establish a data base for making better management projections of future work effort requirements. While the exect procedure has not been specified, a draft procedure is found in Appendix F, Sections 4-3 and 4-4. The final form of the *Policies and Procedures Manual for Center Management* will contain a specific description of the management by objectives plan.

The Program Planning and Evaluation Model presented below will provide additional strength to the Direction, Administration, and Management Services of The Center.

PROGRAM PLANNING AND EVALUATION MODEL

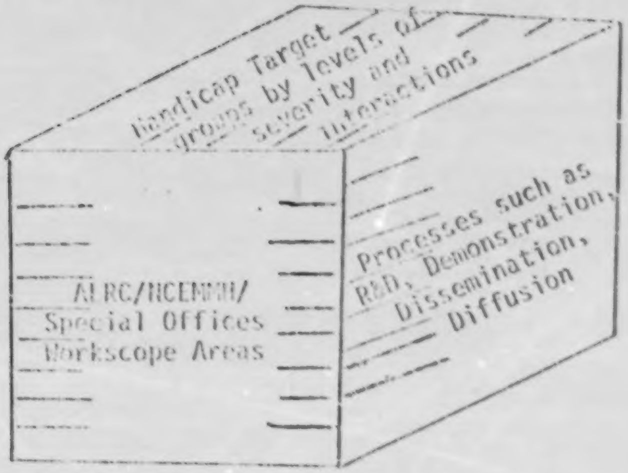

Goals and Mission
Needs
Feedback
Constraints
Objectives
Resources
Selection Criteria
Alternative Strategies
Choice
Implementation
Evaluation

Adapted from J.J. Gallagher, Technical Assistance Development Services (TADS), Frank Porter Graham Child Development Center, University of North Carolina, Chapel Hill, North Carolina.

VI. *National Center Organization in Relation to Broader Program Dimensions*

The set of interacting problems which the BEH instructional media program must address has at least three primary dimensions: (a) range of handicapped target populations; (b) types of services to be delivered; and, (c) types of processes which must be undertaken to effect program implementation.

A variation of earlier graphic conceptualization is displayed below:


Handicap Target groups by levels of severity and interactions
ALRC/NCEMMH/ Special Offices Workscope Areas
Processes such as R&D, Demonstration, Dissemination, Diffusion

In terms of application to organization and resource utilization, the matrix is suggestive of the need to articulate a variety of resources and expertise in the solution of particular sets of problems.

At the general level we must be able to provide for interaction such as:

MATERIALS DEVELOPMENT EXPERTISE X RESEARCH AND DEVELOPMENT EXPERTISE X SEVERELY MENTALLY RETARDED

MEDIA TRAINING TECHNOLOGY X DEMONSTRATION AND DIFFUSION X VISUALLY IMPAIRED

The set of interactions must occur with respect to mechanisms, tasks, and targets which are at a more restricted level as in:

STIMULATION OF INTRASTATE DEVELOPMENT OF SERVICES (SPARSELY POPULATED AREAS) X HEARING IMPAIRED (PRESCHOOL CHILDREN X MULTIPLY HANDICAPPED) X DEMONSTRATION AND DIFFUSION

We perceive that the organization of manpower resources which minimally approximate these requirements exists at the ALRC/NCEMMH/ Specialized Offices Network level. The Center must be prepared to articulate with this system of resources and, in fact, coordinate the application of these resources if the program mission is to be achieved.

It is a matter of priority on specific immediate expectations of The National Center, a matter of funding available to The Center, and a division of labor and priority within the network that The National Center organizational structure is in less than a one to one relationship with the levels within dimensions of the three dimensional matrix.

There is, however, an underlying expectation of The National Center organizational structure and a broader concept of coordination than is reflected within the coordination services proposal alone.

This can be explicated by pointing out implied relationships:

MEDIA, MATERIALS, AND TECHNOLOGY AREA relates to work elements:

1. materials development,
2. media training materials,
3. media/materials distribution (entry).

INFORMATION SERVICES AREA relates to work elements:

1. materials delivery,
2. materials information;

relates to processes:

1. demonstration and dissemination.

RESEARCH, PLANNING, AND EVALUATION AREA relates to work elements:

1. materials development
2. media training materials,
3. media materials delivery,
4. materials information;

needs assessment

relates to processes:

1. research,
2. development.

COORDINATION SERVICES relates to work elements:

1. stimulation of intrastate services development,
2. administration of centers;

relates to processes:

1. demonstration and diffusion,
2. training,
3. service.

We have begun operating internally in a mode which will provide for interaction among the various dimensions and levels. We expect that, in our relations with other elements of the ALRC/NCEMMH/Specialized Offices Network, the concepts expressed in the three dimensional model can be tested through application and can be appropriately implemented through a coordinated community of interest.

We view achievement of this as a responsibility and goal of the total organization and staff of The Center.

VII. The Core Staff

The functional organization of The National Center is designed to insure that the mission of The Center is fulfilled. The form of the organization follows the functions which are implemented to achieve The Center's mission. The staffing pattern conforms to the functional organization and the core staff is essential to insure that the functions are effectively fulfilled.

The core staff concept was described in detail in the March 1, 1974 Continuation Proposal for The Center (See Appendix A). That proposal presented the concept and design; a rationale and justification including the need for stability, continuity, and responsiveness; proposed activities of the core staff; and other relevant information. The major differences between the present proposal and the previous one are in designating the service functions of The Center and the form of the organization designed to implement those service functions. For example, Media, Materials, and Technology Services replace Curriculum and Instructional Product Development, and Assistant Directors representing service functions replace Assistant Directors for deaf, high incidence, and low incidence populations.

The core staffing pattern provides for ten positions which are crucial to the effective functioning and continuity of The Center. The core staff organizational chart shows the staffing pattern. The material which follows provides a brief description of each of the core staff positions. More detailed job descriptions are included in Appendix B. More complete descriptions of the core staff members' roles and functions are provided in the relevant proposals.

Personnel for the Core Staff

Director

The Director has the ultimate responsibility for all people and programs within The National Center. This person will carry out the direction, administration, and management functions and will be the facilitator for the application of talents to activities and serves as the statesman of The National Center and liaison with The Ohio State University. This person has faculty status and tenure with The Ohio State University (position is filled by S. C. Ashcroft, effective August 15, 1974).

Assistant Director for Media, Materials, and Technology Services

The Assistant Director for Media, Materials, and Technology Services will be responsible for this function within The National Center. This person will supervise personnel and activities related to instructional product development and will interact with the other core staff to insure the successful execution of the mission of The National Center (position is filled by Hubert Summers, effective July 15, 1974).

Assistant Director for Information Services

The Assistant Director for Information Services provides the information functions of The National Center such as information dissemination, publications activities, and library and retrieval services. This person is responsible for the personnel and activities with this function and cooperates with other members of the core staff to fulfill the information function (position is filled by Danford L. Hagan, effective January, 1974).

Assistant Director for Coordination Services

The Assistant Director for Coordination Services is responsible for the activities and personnel required for The Center's coordination functions. This person establishes regular communication channels with other institutions and agencies serving the handicapped, such as the ALRC/NCEMMH Network and the Model Secondary School for the Deaf (MSSD). The Assistant Director for Coordination Services interacts with other core staff to fulfill the coordination function (position is filled by Thomas Noffsinger, effective August, 1974).

Assistant Director for Research, Planning, and Evaluation Services

The Assistant Director for Research, Planning, and Evaluation Services is responsible for that function within The National Center. This person's activities include reviewing procedures and providing research planning and technical assistance on evaluation to all programs within The Center. This assistance includes work on internal evaluation design, data analysis, and reporting. The Assistant Director acts as the primary contact with the external evaluation, has major responsibility for special projects such as the National Needs Assessment and is responsible for the personnel and activities necessary to carry those responsibilities. This person cooperates with other core staff to fulfill the research, planning, and evaluation functions (position is filled by Robert Lange, effective June, 1974).

Model Secondary School for the Deaf Liaison Coordinator

The MSSD Liaison Coordinator assists the Assistant Director for Coordination Services by sharing responsibility for relations among

The National Center, the Special Office for Hearing Impaired, the MSSD, and other institutions serving the deaf. Specific activities of this Coordinator will include arranging for services (such as, materials adaptation and dissemination) to the MSSD and providing for input into needs assessment and information retrieval system (position is filled by William J. A. Marshall, effective November, 1972).

Special Advisor on Technology and Resources

The Special Advisor on Technology and Resources interacts with the other members of the core staff to provide expertise in the application of the best educational technology to the functions of The National Center. In addition, this person will advise the core staff of the availability of appropriate university resources (position is filled by John C. Belland, effective September, 1973).

Assistant to the Director

The Assistant to the Director aids the Director in carrying out the Direction, Administration, and Management functions by following through on actions initiated by the Director. In addition, this person coordinates the recruitment and selection of professional staff, serves as a liaison between the professional and secretarial staff, prepares reports, and oversees routine daily activities (position is filled by Barbara D. Rudick, effective August, 1973).

Business Manager

The Business Manager maintains the financial accounting system of The National Center and interacts with the Director and Assistant

Directors to provide fiscal services. In addition, this person prepares budget reports, maintains personnel records, and keeps purchasing, travel, and other records (position is filled by George Jones, effective August, 1973).

Administrative Assistant

The Administrative Assistant is in charge of the secretarial staff, and provides for supplies, maintenance, and record keeping. In addition, this person provides coordination for meetings and serves as secretary to the Director, The College Policy Committee, and the National Advisory Board (position is filled by Mary E. Murphy, effective September, 1972).

Funding for the Core Staff

Fiscal year 1975 funds have been appropriate for six core staff as proposed in the March 1, 1974 document. Because of the new concept of organization and function of The National Center, the previously granted allocation will be applied in a manner somewhat different than previously proposed. The following lists the eleven core staff positions previously proposed:

Position	Previously Proposed Funding Status for FY 75
Director	Funded in March 1, 1974, Proposal
Administrative Assistant	Funded in March 1, 1974, Proposal
Assistant to the Director	Funded in March 1, 1974, Proposal
Assistant Director for High Incidence Handicapped	Funded in March 1, 1974, Proposal
Assistant Director for Low Incidence Handicapped	No Funds Requested
Assistant Director for the Deaf	No Funds Requested

Curriculum and Instructional Product Development Coordinator	Funded in March 1, 1974, Proposal
National Dissemination Coordinator	No Funds Requested
Needs Assessment Coordinator	No Funds Requested
Planner	No Funds Requested
Internal Evaluator	Funded in March 1, 1974, Proposal

Because of the new concept of organization of The National Center, the titles and job descriptions have changed. The following chart lists the core staff concept as it has been articulated in recent weeks, the person filling the position, and the funding status for each position.

Position	Person	Funding Status
Director	S. C. Aschroft	Funded
Assistant Director for Media, Materials, and Technology Services	Hubert Summers	Funded
Assistant Director for Information Services	Acting Danford L. Hagan	Funded
Assistant Director for Coordination Services	Thomas Noffsinger	Funded
Assistant Director for Research, Planning, and Evaluation Services	Robert Lange	Funds requested in this proposal
Special Advisor on Technology and Resources	John C. Belland	Funds requested in this proposal
Model Secondary School for the Deaf Liaison Coordinator	William Marshall	Funds requested in this proposal
Assistant to the Director	Barbara D. Redick	Funds requested in this proposal

Business Manager	George Jones	Funded
Administrative Assistant	Mary E. Murphy	Funded

The funds already requested for six positions will be applied to six positions in the new core staff. Attached is a proposal for the remaining four positions.

VIII. The Total Proposal Approach

The total proposal for the Center's program for the 1975 fiscal year is comprised of five separate but articulated proposals for support of The Center services. Table I provides a list of the proposals with their titles.

Each of the five proposals relates to a major functional area of The Center's program, and each describes the goals, objectives, activities, products, and evaluation strategies for that area. Each functional area of The Center's program is closely articulated with an area of the Area Learning Resource Center/National Center on Educational Media and Materials for the Handicapped (ALRC/NCEMMH) workscope as delineated in the Bureau's Request for Proposal. The proposals are titled:

The Total Proposal Integrating Narrative and Core Staffing Project Proposal

The Media, Materials, and Technology Services Proposal

The Information Services Proposal

The Coordination Services Proposal

The Research, Planning, and Evaluation Services Proposal

The Total Proposal Integrating Narrative and Core Staffing Project Proposal introduces, coordinates, and integrates the other four proposals in terms of the mission and functions of The Center. The Core Staffing

Project Proposal requests funds to supplement the core staff concept as funded in the March 1, 1974, proposal.

The core staff concept described in this proposal results from a clearly conceptualized staffing pattern designed to provide leadership and effective implementation of The Center's service program. The core staff constitutes the critical mass essential to the basic operation of The Center. Without the continuity provided by this basic complement of specialized professional personnel, The Center's program could not function.

The proposal for Media, Materials, and Technology Services deals with crucial projects to continue the role of The Center in providing quality media and materials for the handicapped. Included is a project proposal for developing an information base and archival capability for instructional product development, developing procedures for product development, and developing initial distribution channels. A second project proposal is presented for The National Center to cooperate with the Center for Vocational and Technical Education and The Ohio State University to adapt fifteen career educational instructional products for use at The Model Secondary School for the Deaf (MSSD). In addition, provisions are made to deal with current and future subcontracted activity.

The Information Services Proposal outlines several projects: The National Instructional Materials Information System (NIMIS) extends the concept of information dissemination activities in fiscal year 1974. Project proposals for publication efforts, library and archival services, symposia, and presentations at conventions and professional organization

TABLE I

The National Center Services and Related Proposal Titles

(Organization of the Proposal)

National Center Program Services	Proposal Titles
Media, Materials, and Technology Services	Media, Materials, and Technology Services Proposal
	MSSD Career Education Materials Project
Information Services	Information Services Proposal
	National Instructional Materials Information System Project
	Inter-Agency Project
	Publications Project
	Dissemination Project
	Library and Archival Depository Project
Coordination Services	Coordination Services Proposal
	Network Coordination Project
	MSSD Liaison Project
Research, Planning, and Evaluation Services	Research, Planning, and Evaluation Services Proposal
	External Evaluation Project
	Needs Assessment Project (previously submitted)
Direction, Administration, and Management Services	Core Staffing Project Proposal

meetings are also included to cover the newly developed concept of information services as an integral part of The National Center.

The Coordination Services Proposal has two parts. The first provides for continuity with the previous Network Coordinating Office, but also suggests new directions for these functions. Most of the functions of the ALRC/NCEMMH Network permeate the program of The National Center. The second project focuses on a liaison with the MSSD.

The Research, Planning, and Evaluation Services Proposal for fiscal year 1975 as presented here focuses on two key projects: needs assessment and external evaluation. The Needs Assessment Project Proposal has already been submitted to BEH. Included in this submission is a projection of external evaluation activities as an important component of the total research, planning, and evaluation services of The National Center.

Several newly-appointed personnel who are becoming members of the core staff have participated in the generation of these correlated proposals, and have influenced the new concepts and directions they reflect. S. C. Ashcroft, Director-designate has participated in conceptualizing and coordinating all of the proposals.

Hubert Summers, newly-appointed Assistant Director for Media, Materials, and Technology Services, has had major responsibility for the proposal on Media, Materials, and Technology Services of The Center. He has also helped extensively with the preparation of each of the other proposals.

Thomas Hoffsinger, newly-appointed Assistant Director for Coordination Services has had major responsibility for The Center's version of the Network Coordinating Services Proposal. At the request of The Center's staff, an early version of this proposal was generated by the Network Coordinating Office contracted to the Council for Exceptional Children.

Robert Lange, newly-named Assistant Director for Research, Planning, and Evaluation, is currently coordinating the National Needs Assessment. He has participated in the preparation of the proposal for External Evaluation. In this newly-defined role, he will be responsible for integrating program evaluation and planning and for stimulating the generations of future research, planning, and evaluation strategies.

Dunford Hagan has been working on the information services aspect of The National Center during the past several months. He is now serving as Assistant Director for Information Services and provides continuity to that function of The Center. He was intensively involved in the initial conceptualization of the information function for fiscal year 1974 and conceptualized and coordinated the preparation of the proposal for fiscal year 1975.

Carl Oldsen, newly-appointed Coordinator of the National Instructional Materials Information System (NIMIS), provided extensive consultation for the development of the project proposal.

Barbara Redick, serving as the Assistant to the Director, participated in the preparation of the March 1, 1974, proposal and was involved in the new conceptualization of the mission, function, and management of The National Center.

In addition to the involvement of The Center's staff in preparing the proposals, careful attention was given to the review of the proposals before submission. The Executive Committee of the National Center reviewed draft copies of all proposals on three separate occasions.

The College Policy Committee reviewed the proposals and approved them in draft form. The National Advisory Board for the National Center reviewed each proposal and made substantive suggestions and criticisms. Following these reviews by the three groups, The Center's staff revised the proposals.